

# Swinburne Refund Application for International Students

PRINT FORM

REMEMBER: FILL BEFORE PRINTING



**NO HANDWRITTEN APPLICATION WILL BE ACCEPTED**

## INFORMATION: PLEASE COMPLETE ALL INFORMATION BEFORE PRINTING

A \$40 cancellation fee will apply to cancelled telegraphic transfers. It is important you provide complete and correct details. Refunds will be paid in accordance with the terms and conditions of your agreement with the University and in particular subject to Clauses 1.11 & 1.12 of the signed Acceptance Terms and Conditions.

You can view all your Swinburne financial information in 'My Financials' under the 'Manage my details' section of the current Students <https://www.swinburne.edu.au/current-students/>

If you are eligible for a refund, complete this refund form, save, print and submit:

**In person at the Library and Student HQ (International Counter) OR by email to [international@swin.edu.au](mailto:international@swin.edu.au)**  
**Please be advised that you should use your student email in all correspondences with the University.**

## PERSONAL DETAILS

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Student ID: \_\_\_\_\_

\*\*Swinburne ID email address: \_\_\_\_\_

(If available, if not available, personal email address.)

\*\*If currently enrolled all correspondence by Swinburne will be sent to your Swinburne Email Address.

Students **MUST** check their official Swinburne email address regularly on a weekly basis as a minimum, but on a daily basis during critical academic periods, such as progress review following the release of results.

Overseas address (**MUST BE COMPLETED IF YOU HAVE LEFT AUSTRALIA**): \_\_\_\_\_

Telephone (Overseas): \_\_\_\_\_ Postcode: \_\_\_\_\_

Australian address (**MUST BE COMPLETED IF YOU ARE STILL IN AUSTRALIA**): \_\_\_\_\_

Telephone (Australian): \_\_\_\_\_ Postcode: \_\_\_\_\_

## SPONSORED STUDENTS

A 'sponsored student' is someone on a scholarship funded by a government or organisation (other than Swinburne University).

Are you a Sponsored Student  Yes  No

If **yes**, the name of your scholarship or name of sponsor: \_\_\_\_\_

Refunds may in some instances be payable to the sponsoring organisation. Please ensure you check your conditions of scholarship before completing this form.

## METHOD OF REFUND – PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS BEFORE PRINTING:

### \*\* THIS SECTION MUST BE COMPLETED

**Option 1**  **EFT Payments direct to Australian Bank Accounts.** No cheques will be issued.

Please update your Australian Bank details in 'My Financials' under the 'Manage my details' section of the Current Students website, and your refund will be sent as an EFT payment to the bank account nominated. Please make sure you provide the correct banking details. Rejection of payments due to the supply of incorrect bank details will delay your refund.

**Option 2**  **Telegraphic transfer (AUD).** Can only be sent to banks overseas.

\*\*Name of Bank: \_\_\_\_\_

\*\*No. & Street: \_\_\_\_\_

\*\*City: \_\_\_\_\_ \*\*Country: \_\_\_\_\_

\*\*Account Name: \_\_\_\_\_

\*\*Account Number: \_\_\_\_\_

\*\*Swift Code: \_\_\_\_\_

\*\*IBAN Number: \_\_\_\_\_

\*\*IFSC CODE: \_\_\_\_\_

Routing No (USA Banks): \_\_\_\_\_

# Swinburne Refund Application for International Students continued

## REASON FOR REFUND: SELECT BEFORE PRINTING

Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged. Failure to submit all required documents will delay authorisation and processing of the refund.

REASON	REQUIRED DOCUMENTS
<input type="checkbox"/> Student Visa rejected/cancelled	<input type="checkbox"/> Copy of the letter(s) from the Australian Embassy/High Commission/ Department of Home Affairs verifying the cancellation or rejection of visa
<input type="checkbox"/> Student did not meet condition(s) of offer	<input type="checkbox"/> Evidence (results) of condition(s) not met <b>(Administrative Fee applies if proof not submitted)</b>
<input type="checkbox"/> Declining Offer(s)	<input type="checkbox"/> Evidence of Payment <input type="checkbox"/> Supporting documents (if required)
<input type="checkbox"/> Withdrawal from Course	<input type="checkbox"/> Copy of email confirmation that withdrawal has been processed
<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Copy of email confirmation that LOA has been processed
<input type="checkbox"/> Student overpaid/received exemptions/reduced loading	
<input type="checkbox"/> Change of Visa status: Permanent Residency before census dates	<input type="checkbox"/> Copy of Passport AND <input type="checkbox"/> Copy of Permanent Residency Visa Date of PR ____/____/____ (Full refund if granted before census date)
<input type="checkbox"/> Overseas Student Health Cover (OSHC) <b>(Offshore only)</b>	<input type="checkbox"/> Copy of OSHC receipt

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Swinburne collects, uses and destroys your information in accordance with our Privacy Statement. For information, see [www.swinburne.edu.au/privacy.htm](http://www.swinburne.edu.au/privacy.htm)

## OFFICE USE ONLY

### RECEIVED BY INTERNATIONAL FRONT COUNTER

Sponsored Program Team consulted regarding sponsored students

Yes     No

Counter Staff Signature      Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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