

Request for Fees Refund

CRICOS Provider Code: 00586B

This form can be used for requesting a refund of Degree Tuition fees, English Language Centre Fees, and/or Overseas Student Health Cover.

Please allow four weeks to process your refund request.

Student ID: _____ Residency Status: **International Student** **Domestic Student**

Family Name: _____ Given Name: _____

Address: _____

Email Address: _____ Amount Requested: _____

Reason for Refund: _____

Payment details

All refund payments will be made in Australian Dollars. It is university policy to make payments by Electronic Funds Transfer (EFT). Please complete your (or authorised beneficiary) banking details.

Australian Bank Account Details

BSB Number: _____ Account Number: _____
Must be 6 digits Maximum of 9 digits

Account Name: _____

Bank Name: _____ Bank Branch: _____

Overseas Bank Account Details

SWIFT Code: _____

Sort Code / Routing code / ABA Number: _____

IBAN No: _____ TRANSIT Code:
(Europe, UK, UAE, Israel, Lebanon, Pakistan Only) (Canada Only)

CNAPS Code (China Only): C N

IFSC Code (India Only):

Account Name: _____ Account Number: _____

Bank Name: _____ Bank Address: _____

Declaration:

- I will not be making further variations to my enrolment which will affect the fees payable.
- I understand that the payment of the refund may take up to four weeks to process from the receipt of a complete application.
- I authorise the payment to be made to a third party. **If so, the section below must be completed.**

Authorised Person/Agent: _____ Relationship to payee: _____

- I have completed page 2 of this refund application and provided supporting documents **(International Students only)**

Applicant Signature: _____ **Date:** _____

DOMESTIC RETURN THIS PAGE ONLY – INTERNATIONAL STUDENTS PLEASE COMPLETE AND RETURN BOTH PAGES IN FULL

International Students ONLY

If required, please supply further details on the reason for requesting a refund. Please refer to the Refund Policy and Guidelines at <http://www.utas.edu.au/international/how-to-apply/refund-policy>

Please provide a breakdown of the refund amount you are requesting:

Degree \$ _____ English Language Centre Fees \$ _____ OSHC \$ _____

- If you have arrived or have lived in Australia you must personally apply to the health fund provider e.g. Medibank, for refund of the Overseas Student Health Cover (OSHC)
- All refund requests must include supporting documentation. Any refund request received without supporting documentation is deemed incomplete and will not be assessed until all required evidence is submitted, e.g. If your visa is rejected, you must attach a copy of the rejection letter from Immigration
- The four week timeframe for processing applications will not commence until a complete refund request, including supporting documentation is received. If the necessary supporting documents are not received, your refund request will not be assessed.
- If you are onshore (in Australia) and withdrawing from a study package (course of study) you must ensure you speak to an International Student Adviser first. You are required to complete a [Withdrawal from Course and Cancellation of Enrolment Form](#) or a [Transfer Education Provider & Release Letter Application Form](#) and have your withdrawal or transfer approved by the International Compliance team prior to submitting a refund request. Withdrawal or Transfer forms can be found at <http://www.utas.edu.au/international-support/forms>. No refunds will be processed if the International Compliance team has not authorised your withdrawal or transfer from UTAS.
- Any refunds to International Bank accounts incur a \$20.00 AUD fee which will be deducted from the refund amount. Additional bank charges may be incurred by the foreign banking institutions. The University has no control over such charges and therefore does not bear any responsibility for amounts deducted or exchange rate differences occurred when undertaking foreign currency exchange.

Applicant Signature: _____ Date: _____