

Swinburne Refund Application for International Students



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 Clause 1 of the signed Acceptance Terms and Conditions.

You can view all your Swinburne financial information in 'Payment' section of the Student Portal <https://ecaswinburne.meshedhe.com.au/>

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

In person at the Sydney Student HQ (International Counter) OR by email to sydneystudenthq@swin.edu.au
Please be advised that you should use your student email in all correspondences with the University.

SECTION A: PERSONAL DETAILS

Contact details

Family name: _____

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: _____

SECTION B: 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.

**Account Name: _____

**BSB: _____

**Account Number: _____

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

**Name of Bank: _____

**No. & Street: _____

**City: _____ **Country: _____

**Account Name: _____

**BSB: _____ **Account Number: _____

**Swift/IFSC Code: _____

**IBAN Number: _____

Routing No. (USA Banks): _____

Some transfers need intermediary information to route fund in AUD. Please supply details:

**Intermediary Bank Account Name: _____

**Intermediary Bank Account Number: _____

**Swift/IFSC Code: _____

**ACC Name: _____

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

SECTION D: OFFICE USE ONLY

RECEIVED BY INTERNATIONAL FRONT COUNTER

Counter Staff Signature: _____ Date: _____

Swinburne University of Technology, Sydney
Level 5, 1-3 Fitzwilliam Street, Parramatta NSW 2150
Tel: +61 2 8766 3636 | Web: www.swinburne.edu.au/sydney