

# International request for fee refund

Please read the International Fee Refund Policy to determine your eligibility for a refund before completing this form.

The processing time for a refund is 4 weeks from the date the fully completed application and supporting documentation is received. Incomplete forms or insufficient supporting documentation may cause processing delays in the payment process. Your refund will not be processed until your withdrawal is finalised.

*This is a fillable PDF form. Please complete by typing your answers instead of handwriting. You will need either Adobe Acrobat or Adobe Reader to complete and save this form. Adobe Reader may be downloaded for free at <https://get.adobe.com/reader>.*

## STUDENT DETAILS

Family name

Given names

Student ID

Contact number  COUNTRY  AREA

Gender:  M  F

Date of birth  DD /  MM /  YYYY

Email address

## REASON FOR REFUND REQUEST

PROVIDE RELEVANT SUPPORTING DOCUMENTATION AS SHOWN BELOW.

- You're withdrawing after the commencement of your course and requesting a refund due to:
- SELECT ONE:**
- I'm returning to my home country and will not continue to study in Australia (you must attach a copy of your air ticket/e-ticket)
- I am transferring to another Australian provider
- I have been excluded from enrolment (attach official notification from University)
- Special circumstances (refer to the **Guidelines for Applying for Remission/Refund in Special Circumstances** and submit documentary evidence if not already approved)
- I have obtained Permanent Residency and have a credit in my account (attach 'Notification of Residency Change of Status' form)
- I am a Study Abroad student (attach approval from Study Abroad advisor)
- Other, please specify (attach relevant documentation)

## PAYMENT INFORMATION

If payment was made using a card, the refund will be issued back to the card. If the university is unable to refund to the card for any reason, the refund will then be processed to the nominated bank account (student's overseas account in their home country). Payments to a third-party account can only be made when the third party is the original payer OR the student's direct relative.

### REFUND TO AN OVERSEAS BANK ACCOUNT (TELEGRAPHIC TRANSFER)

**NOTE:** MACQUARIE UNIVERSITY IS NOT LIABLE FOR ANY BANK FEE CHARGES OR VARIANCE FROM FOREIGN EXCHANGE RATES FLUCTUATIONS.

Account holder name

Account holder residential address

Account number

Bank name

Bank street address

Refund currency

SWIFT code

IBAN (FOR EUROPE / UK / PAKISTAN ONLY)

IFSC code (FOR INDIA ONLY)

CNIC/SNIC code (FOR PAKISTAN ONLY)

CNAPS code (FOR CHINA)

9-digit Routing / Transit code (FOR USA / CANADA ONLY)

Australian Intermediary Bank Name (check with receiving bank if required)

Bank Street Address

SWIFT Code

### REFUND INTO AN AUSTRALIAN BANK ACCOUNT

(ELECTRONIC FUNDS TRANSFER)

**PAYMENT CAN BE MADE TO AN AUSTRALIAN BANK ACCOUNT OF THE STUDENT OR OF AN AUSTRALIAN EDUCATION INSTITUTION IF:**

- you have a valid visa beyond the conclusion of your program, or
- you're eligible for transfer from Macquarie University to another Australian Higher Education Institution (provide their bank account and Confirmation of Enrolment)

Provide new institution student number

Account holder name

Bank name

BSB number

Account number

## REFUND OF THE OVERSEAS STUDENT HEALTH COVER (OSHC) ORGANISED THROUGH MACQUARIE UNIVERSITY

Students who are in Australia may be able to retain their OSHC cover or request a partial refund directly from the OSHC provider.

## CHECKLIST

- Check that full bank details have been supplied on this form
- Sign the declaration section on this form
- Attach all relevant supporting documentation
- Submit this form and all relevant supporting documentation to **mi.compliance@mq.edu.au**

## DECLARATION

I declare that all of the information I have provided is true and accurate and that I have read and understood the 'International Fee Refund Policy'. I hereby request a refund of student fees paid.

I consent to the university issuing the refund to the original card used for the payment transaction.

I have confirmed the refund currency with the bank of the nominated account if I request to receive the refund in Australian Dollars or a currency other than the local currency of the country where the account is held. I understand that failing to do so will result in unsuccessful remittance and delay in receiving my refund.

I consent to Macquarie University verifying my study entitlements at Visa Entitlement Verification Online (VEVO).

Signature

Date  /  /

## OFFICE USE ONLY

### MI OFFICER ASSESSMENT

Deduction amount as per policy

Policy section

Refund amount as per policy

Policy section

### CHECKLIST:

- Request for refund of fees checked for eligibility and required supporting documentation provided
- Copy of Request for International Request for Fee Refund form placed on student file
- Sent copy of form to OFS and updated PRISMS
- Student is under 18 years old

Name

Signature

Date  /  /

### OFS OFFICER APPROVAL

Payment Authorisation:

- All fees have been charged, plus non-refundable deposit, all necessary deductions have been made.
- Student is not covered by US government financial aid, other sponsorships or other scholarships.
- Student has been notified of the refund amount and that the refund has been made.

Name

Signature

Date  /  /

## AUTHORISATION LETTER FOR PAYMENT TO A THIRD-PARTY ACCOUNT

Generally, refund payments are made to the student's offshore account. Please also complete this form if the student has nominated a third-party beneficiary account in the payment details. Payments to a third-party account can only be made when the third party is the original payer OR the student's direct relative.

*This is a fillable PDF form. Please complete by typing your answers instead of handwriting. You will need either Adobe Acrobat or Adobe Reader to complete and save this form. Adobe Reader may be downloaded for free at <https://get.adobe.com/reader>.*

I,  with student ID

authorise the third-party beneficiary account below to receive the approved refund payment on my behalf:

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CNAPS code (FOR CHINA)

9-digit Routing / (FOR USA / CANADA ONLY) Transit code

Australian Intermediary Bank Name (check with receiving bank if required)

Bank Street Address

SWIFT Code

### REFUND INTO AN AUSTRALIAN BANK ACCOUNT (ELECTRONIC FUNDS TRANSFER)

Account holder name

Bank name

BSB number

Account number

*\* Additional routing codes may be required for international transactions to different countries. Please check with your bank and provide all the relevant codes in the payment details of the refund form.*

## REASON

**Payment to original payer/ source account**

In case the nominated beneficiary account is the original payer, we require proof of source of payment, which matches the nominated account (i.e. bank statement which shows the bank name, account holder name, account number and the transaction details of payment to Macquarie University). *Payment receipts with no account details do not satisfy this requirement.*

OR

**Payment to a direct relative**

Attach proof of the relationship between the student and the third party (e.g. birth certificate, passport which includes parent's name, marriage certificate, etc). The third party must be the student's direct relative.

*\* Documents in a language other than English must be translated professionally by an accredited translation service or a language professional and must arrive on the professional letterhead of the translator.*

Student's name

Student's signature

Date  /  /

Parent's name

Parent's signature

Date  /  /

*(only required if student is under 18 years old)*