

SCU INTERNATIONAL APPLICATION FOR FEE REFUND

Submit your Application for Refund of International Student Fees by completing this form. Processing will take up to four weeks from the date the application and all completed documentation has been received by SCU International. For more information refer to the 'Refunds and Remission Policy' visit: scu.edu.au/policy

SECTION 1 – Student to complete

Student ID	
Student Name (in full)	
Postal Address (for Refund) (must not be a PO Box)	
Telephone Number	
Email address	

Direct Deposit

Account Name <i>Beneficiary</i>	
Account Number & BSB	
Address of Beneficiary	
Name of receiving bank	
Address of receiving bank	
Routing or Swift Number	
Other detail	

SECTION 2 - Office Use only - Source of Refund (*List where funds are to be drawn from*)

		GL Code:
Tuition	\$	
Overseas Health Cover	\$	
SSAF	\$	
ELICOS: (i) Tuition	\$	
(ii) Application fee, homestay etc	\$	
= Sub Total	\$	
Less Administration Charge	\$	
Total Refund to Student	\$	
Less Outstanding Debts (<i>Finance to check</i>)		
- Debt 1 – <i>Specify</i>	\$	
- Debt 2 – <i>Specify</i>	\$	
Adjusted Total Refund to Student	\$	

Refund Reason

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APPROVALS

I confirm that the above named student has paid the above fee to the University. I am satisfied that the University will not provide the service covered by such fee. I am satisfied that the fee was not inappropriately changed.
Approving Officer:
Head of Work unit or delegate:
Processing date:
Student Experience Team Officer:
Finance Officer:
OFFICE USE NOTES

SECTION 3 – Student to complete

Reason for Application for Refund	
Please indicate by ticking in the relevant box, why you are applying for a refund.	
<input type="checkbox"/>	Overpayment of fees. <i>Refund will be paid into your nominated bank account.</i>
<input type="checkbox"/>	Permanent Residency granted (attach a copy of your passport, visa and documentation). <i>Refund will be paid into your nominated bank account.</i>
<input type="checkbox"/>	Leave of absence (attach a copy of approval from the International Student Adviser (ISA)).
<input type="checkbox"/>	No Australian Visa (attach a completed Course Withdrawal Form and eVisa refusal documentation)
<input type="checkbox"/>	Withdrawal (attach evidence of course withdrawal)
<input type="checkbox"/>	Transfer to another SVP institution (attach an approved SCU Letter of Release, if within the first six months of the principle course and a new Letter of Offer or eCoE from the new provider).

If you wish refund payment to be made to a third party you must sign below:

I authorise the refund payment to _____

Student Signature: _____ Date: _____

DECLARATION

I _____ certify that the information provided above is true and correct, and that I have attached all required documentation.

Student signature: _____ Date: _____

INSTRUCTIONS

For **commencing students** submit completed form with documentation to the relevant campus:

- **Gold Coast, Lismore or Coffs Harbour:** intapps@scu.edu.au
- **Sydney or Melbourne:** educoapps@scu.edu.au
- **The Hotel School Sydney or The Hotel School Melbourne:** thsapps@scu.edu.au

For **continuing students** submit completed form with documentation to the relevant campus:

- **Gold Coast, Lismore, Coffs Harbour:** studentvisa@scu.edu.au
- **Sydney:** sydsupport@scu.edu.au
- **Melbourne:** melbsupport@scu.edu.au
- **The Hotel School Sydney or The Hotel School Melbourne:** thssupport@scu.edu.au

Privacy Information

Southern Cross University is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation. The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education and Training, the Department of Immigration and Border Protection (DIBP) pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the Education Services for Overseas Students Act 2000.

Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Southern Cross University holds about you. See the University's Privacy Policy for details, which can be accessed at scu.edu.au/privacy