



## Refund Request

This form is to be completed and signed by new commencing international students applying for a refund before the census date of their first study period. Please see over for lodgement details.

Please attach the following documentation to this request:

- a copy of the personal details page and the signature page of your passport; and
- appropriate documents to support your refund request (e.g. medical certificate, visa refusal letter, CELUSA results, offer letter from another provider, statement supporting your request).

Please note that failure to attach the appropriate documentation will delay the refund process.

Your request will be assessed in accordance with *the Guidelines on Payment and Refund of Fees for International Students* available on <http://www.newdev.unisa.edu.au/international/forms.asp>

Refund processing takes up to four weeks and will be issued in Australian dollars. Electronic transfer of funds is possible **ONLY** if you have an Australian bank account.

### Part A - Personal details

Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mr/Miss/Ms/Mrs:	First name(s):							
Family name:								
Date of birth:				Contact phone number:				
Email address:								
Do you intend to study at the University of South Australia within the coming year?						<input type="checkbox"/> Yes		<input type="checkbox"/> No

### Part B - Reason for refund request – documentation required

<input type="checkbox"/> Family/Personal/Financial reasons	<input type="checkbox"/> Refused student visa
<input type="checkbox"/> Failure to meet English language requirements	<input type="checkbox"/> Obtained permanent resident status
<input type="checkbox"/> Medical reasons	<input type="checkbox"/> Study at another registered provider
<input type="checkbox"/> Other compassionate and compelling circumstances (please specify):	

### Part C - Refund options

#### Option 1 Details of person to whom cheque (bank draft) is to be issued

Name:	<input type="text"/>
Address:	<input type="text"/>

#### Option 2 Details of an Australian bank account for electronic funds transfer

BSB No.:	<input type="text"/>	Bank name:	<input type="text"/>
Account No.:	<input type="text"/>	Branch address:	<input type="text"/>
Account name:			

### Part D - Student declaration

#### Option 1 Authorisation to pay to the third party

Complete this section if the refund is to be paid to someone other than you or into a joint account

I, \_\_\_\_\_ authorise the University of South Australia to pay this refund to the person specified in Part C. I agree with the conditions of the refund and I understand this refund will not be paid directly to me.

Student's signature:	<input type="text"/>	Date:	<input type="text"/>
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#### Option 2 Student declaration

I agree with the conditions of refund and declare that I am the person for whom this refund is to be paid.

Student's signature:	<input type="text"/>	Date:	<input type="text"/>
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**LODGING YOUR APPLICATION****In person**

**Director: UniSA International**  
 Reception  
 Level 1, 101 Currie St  
 Adelaide SA 5000

**By post**

**Director: UniSA International**  
 University of South Australia  
 GPO Box 2471  
 Adelaide SA 5000

**By fax**

+61 8 8302 0233

**OFFICE USE ONLY — UniSA International**

Refund authorised by UI Director (or Deputy Director) Name:		Signature:	
Refund activated date:			
Refund of tuition fees (100%, 90%, 50%, 10%):	AUD\$		
OSHC:	AUD\$		
Total amount:	AUD\$		
Course enrolment is dropped:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Student status 'withdrawn' on Medici:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Comment made on Apply Online:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Student Course Variation submitted, Medici Visa Permit Data Panel updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Email <a href="mailto:international.students@unisa.edu.au">international.students@unisa.edu.au</a> to update all quota spreadsheets (ARNTP, IBNU, IBPH students etc):	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Request for refund forwarded to Student Finance unit:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Copy of refund request in student file:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
OSHC, Learning Connection informed:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Send email to student (and/or agent) advising refund processed etc:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Update Compliance withdrawals/release spreadsheets:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Processed by:	Date:		

**OFFICE USE ONLY — Student Finance**

Refund processed on Medici:	<input type="checkbox"/>
FS3 processed:	<input type="checkbox"/>
Tuition charge posted if required:	<input type="checkbox"/>
Signature:	Date: