

Refund Request

This form is to be completed and signed by new (commencing) international students applying for a refund in their first semester or prior to their first semester of study with UniSA. Please see Page 2 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;
- a statement supporting your request (explaining why you are requesting a refund)
- appropriate documentation to support your refund request (e.g. medical certificate, visa refusal letter, CELUSA results, offer letter from another provider).

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 at http://www.unisa.edu.au/international/forms.asp

The entire refund process takes up to four weeks and will be issued in Australian dollars only.

Part A – Personal Details (please print clearly)				
Student ID:				
Mr/Miss/Ms/Mrs: First Na	me(s):			
Family Name:		Phone Number Australia:		
		Phone Number Overseas:		
Date of Birth:	Email Address:			
Overseas address:				
Do you intend to study at the University of So	outh Australia within th	e coming year? Yes No		

Part B - Reason for refund request - please attach supporting documentation to this request

Family/Personal/Financial reasons		Refused student visa
Failure to meet English language requirements		Obtained permanent resident status
Medical reasons		Other compassionate and compelling circumstances
Study at another registered provider	(Please specify) :	

IMPORTANT – **Before completing this section please refer to <u>Important Information</u> on Page 2. Then you must complete one option from each of Part C and Part D below.**

Part C – Refund options						
Option 1 Refund to an Australian bank account (Australian dollars only)						
BSB Number:		Account Name:				
Account Number:						
Bank Name:		Branch Name:				
Branch Address:						

Option 2 Refund to an overseas bank account (Australian dollars only)				
Your Bank's Name: Branch Address:				
Bank's Branch City: Bank's Country:				
Account Name:				
Account Number:				
Your bank's SWIFT Code: Correspondent				
Correspondent Indian Financial Bank's Swift Code: System Code:				
Option 3 Refund by Cheque/Bank Draft (Australian Dollars only)				
Details of person to whom cheque/bank draft is to be issued				
Name:				
Part D – Student declaration – complete Option 1 <u>or</u> Option 2				
Option 1 Authorisation to pay to a 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 signature: Date:				
Option 2 Student declaration				
I agree with the conditions of refund and declare that I am the person to whom this refund is to be paid.				
Student signature: Date:				

LODGING YOUR APPLICATION					
In person 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 email QualityandCompliance@unisa.edu.au			

Important Information for students wishing to have their refund processed to an overseas bank account

The University of South Australia prefers to refund money to a student via a bank account transfer. If you do not have access to an Australian bank account we can pay your refund to your overseas bank account, however you need to be aware of the following information:

- If you wish your refund to be paid to an overseas bank account it will be paid via electronic funds transfer using a SWIFT Code. SWIFT is an internationally recognised inter-country electronic transfer system. Your overseas bank will be familiar with this system and can provide you their SWIFT details for sending money to your account. Please note your refund will only be sent in Australian dollars (AUD). Therefore you will also need to provide the SWIFT Code and name of your home bank's corresponding bank for Australian dollar transfers, in addition to providing your bank account details. (You can obtain this information from your home bank by explaining you are getting money sent to your account from a bank in Australia and it is being sent in Australian dollars.)
- Please note that it is possible that both your bank <u>and</u> the corresponding bank will charge a fee to process this refund, which will affect the final amount you receive.
- If you are requesting your refund to be paid into a bank in India, you are required to provide your bank's Indian Financial System Code (IFSC) which can be obtained by asking your bank.