University of South Australia

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, pathway provider results, flight ticket payment confirmation)

If you do not provide the requested documentation your refund request will be deemed incomplete and may be denied, delayed or not processed. Please ensure your bank account details are written legibly or your application may be delayed.
Your request will be assessed in accordance with the Terms and Conditions of Payment and Refund of Fees for International Students available at
http://www.unisa.edu.au/Documents/Future%20Students/International%20Students/Forms/Terms_and_Conditions_of_Payment_and_Refund_of_Fees_for_International_Students.pdf

NOTES:
- **The refund process can take up to 28 calendar days (from receipt of a complete application) for UniSA to process the payment.**
- **Refunds will be issued in Australian dollars (AUD) only. If your account does not accept AUD, then the payment will be made at the prevailing rate equivalent to the AUD value.**
- **If your original payment was made by credit card, your refund will be issued to the same credit card.**
- **CELUSA tuition – UniSA does not administer CELUSA refunds. Please contact CELUSA (SAIBT) directly and complete their refund form available at www.saibt.sa.edu.au/documents-and-forms.**

Part A – Personal Details (please print clearly)

Student ID: ☐☐☐☐☐☐☐☐☐

Mr/Miss/Ms/Mrs:	First Name(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 South Australia within the 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   ☐ Returning home
☐ Study at another registered provider   ☐ Other (Please specify): _____

IMPORTANT – You must complete one option from each of Part C and Part D below.

Part C – Method of Refund

Method 1   Refund to credit card

If your original payment was made by credit card, your refund will be made to the credit card used for payment. Proceed to Part D of the form.

If your original payment was not made by credit card, please complete either Method 2 or Method 3 below.

Method 2	Refund to an Australian bank account (Australian dollars only)		
BSB Number:	⬚⬚⬚⬚⬚⬚	Account Name: (e.g. account holder's name or business name)	
Account Number:	⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚		
Bank Name:		Branch Name:	
Branch Address:			

Method 3	Refund to an overseas bank account (Australian dollars only)

Important Information for students wishing to have their refund processed to an overseas bank account, please be aware of the following information:

- If you wish for your refund to be paid to an overseas bank account, it will be paid via electronic funds transfer using a SWIFT or routing 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.
- 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.
- If you are requesting your refund to be paid into a bank in China, you are required to provide your bank's China National Automatic Payment System Code (CNAPS).
- **Please note your refund will only be sent in Australian dollars (AUD). If your account does not accept AUD, then the payment will be made at the prevailing rate equivalent to the AUD value.**
- **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.**

Your Bank's Name:		Branch Address:	
Bank's Branch City:		Bank's Country:	
Account Name: (e.g. account holder's name or business name)		Account Currency:	
Account Number: (IBAN If applicable)	⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚		
Your bank's SWIFT Code:	⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚	Routing Code:	⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚
CNAPS Code (China only):	⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚	IFSC (India only):	⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

Part D – Student declaration – Read and complete Option 1 <u>or</u> Option 2

I acknowledge and agree:
- that the information I have provided in this application to be true and correct and that any false information provided or lack of disclosure may lead to the request being refused.
- to the University checking and keeping a record of my visa status and location with the Department of Home Affairs (Home Affairs) via the Visa Entitlement Verification Online (VEVO) Service.
- to the University releasing information regarding the outcome of this application to the relevant parties including the registered education agent on my application record.
- that if my refund request is notification of withdrawal from my program that the University will notify the Home Affairs which will result in the cancellation of my Confirmation of Enrolment (CoE) and this may affect my student visa.

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** Quality and Compliance, UniSA International University of South Australia GPO Box 2471, Adelaide SA 5000	**By email** qualityandcompliance@unisa.edu.au