

APPLICATION FOR REFUND

Title: Mr Mrs Miss Ms Dr

Student Family / Surname:

Personal / First Name:

University of Sydney Student ID:

Date of Birth:

Email:

Telephone:

Correspondence Address:

Postcode:

Are you enrolled at the University of Sydney? Yes No

I WOULD LIKE TO APPLY FOR A REFUND OF:

Excess payment of Tuition Fees / Withdrawal from Unit of Study / Health Cover

Withdrawal from degree course

Withdrawal from a University of Sydney course and transfer to another Australian institution. Provide a copy of the Offer Letter from the other Australian Institute for a direct fund transfer to the other institution. If fees have already been paid to the other institution, provide the new eCoE for the refund to be paid into your account.

IT IS MANDATORY THAT STUDENTS WITHDRAWING / DEFERRING OR SUSPENDING FROM THE UNIVERSITY MUST WITHDRAW / DISCONTINUE OR SUSPEND THEIR COURSE VIA SYDNEY STUDENT. REFUNDS WILL NOT BE PROCESSED UNTIL THE REQUEST HAS BEEN APPROVED.

STUDENTS WHO HAVE NOT ENROLLED MUST WITHDRAW THEIR APPLICATION VIA SYDNEY STUDENT.

Has withdrawal / deferral / suspension request been submitted via Sydney Student? Yes No Date:

Please refer to the University's [International Student Fee Refund Policy](#) before submitting this form. Ensure you understand the terms and conditions including potential administration fees associated with withdrawing, discontinuing and deferring which are outlined in the policy.

- I. Outstanding debts owed by the student to the University will be deducted from any refund prior to payment.
- II. Please note refunds will be paid within 10 – 20 working days as per the policy provided we have all the correct information.
- III. If payments have been made by credit card, any applicable credit card surcharge will be retained by the University and not refunded.
- IV. Unless paid to another Australian educational institution, refunds will be paid:
 - a) to the person or entity from whom the original payment was received;
 - b) in the same currency in which the original payment was received; and
 - c) wherever possible, to the account from which, and using the mechanism by which, the original payment was received.

PLEASE PROVIDE YOUR BANK ACCOUNT DETAILS (LOCAL OR OVERSEAS) ON PAGE 2 OF THIS FORM. PLEASE SIGN BELOW TO ACKNOWLEDGE RECEIPT OF THIS ADVICE AND ALSO HAVING READ THE REFUND POLICY.

Additional details:

Student signature:

Date:

Student EFT / TT Details

Complete this form by typing in UPPER case only (email addresses excepted)

University of Sydney Students please complete contact and Bank details and must update their personal and banking details in Sydney Student

Student Name

Student ID

Bank Details:

Bank Name

Branch Address

Account Holder's Name

Australian Bank Details

(Bank Code)

(Branch Code)

(Account Number)

International Bank Details:

Account Number

IBAN*

IBAN required for EURO payments

SWIFT / BIC Code

Routing Number/Transit Code*

CNAPS Code*

9 digit Routing number/Transit Code is only required for US/Canadian Banks

CNAPS Code is required for all transfers to China

Further credit to*

Payment instructions for wire transfer via an intermediary account

Payment Currency

Terms & Conditions for EFT or Wire Transfers

1. Payments by the University of Sydney will be made by EFT or Telegraphic Transfer.
2. Changes in the above particulars are to be notified immediately to the International Fees team at international.fees@sydney.edu.au.
3. The above-named Business/Student agrees to repay to the University of Sydney on demand any payments credited to the Business/Student in error. The University of Sydney reserves the right to set off the amount of any overpayment made in error against any future debt or liability owing to the University of Sydney by the Business/Student.
4. The University of Sydney reserves the right to terminate or suspend EFT or Telegraphic Transfer payments if the bank details are incomplete or incorrect.

I agree to the above conditions.

Name

Signature/Date