Swinburne Refund Application for International Students

NO HANDWRITTEN APPLICATION WILL BE ACCEPTED

INFORMATION: PLEASE COMPLETE ALL INFORMATION BEFORE PRINTING

A $40 cancellation fee will apply to cancelled telegraphic transfers. It is important you provide complete and correct details.
Refunds will be paid in accordance with the terms and conditions of your agreement with the University and in particular subject to Clauses 1.11 & 1.12 of the signed Acceptance Terms and Conditions.

You can view all your Swinburne financial information in '**My Finances**'

If you are eligible for a refund, complete this refund form, save and submit **by email to fees@swin.edu.au**

Please be advised that, where possible, you should use your student email in all correspondences with the University.

PERSONAL DETAILS

Surname: _____   Given names: _____

Date of birth: _____   Student ID: _____

**Email address: _____

**If currently enrolled all correspondence by Swinburne will be sent to your Swinburne Email Address.

Overseas address **(MUST BE COMPLETED IF YOU HAVE LEFT AUSTRALIA)**: _____

_____

Telephone (Overseas) : _____   Postcode: _____

SPONSORED STUDENTS

A 'sponsored student' is someone on a scholarship funded by a government or organisation (other than Swinburne University).

Are you a Sponsored Student   Yes   No

If **yes**, the name of your scholarship or name of sponsor:

Refunds may in some instances be payable to the sponsoring organisation. Please ensure you check your conditions of scholarship before completing

this form.

**METHOD OF REFUND – PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS

**THIS SECTION MUST BE COMPLETED

Option 1 ☐ **EFT Payments direct to Australian Bank Accounts.** Please update your Australian Bank details in '**My Finances**'. You can do this by logging into **My Swinburne** and clicking on the '**My Finances**' tab. From here, click on the '**Preferences**' tab from the left hand navigation tool. Update your bank details and click the '**save**' button. Your refund will be sent as an EFT payment to the bank account nominated. Please make sure you provide the correct banking details. Rejection of payments due to the supply of incorrect bank details will delay your refund.

Option 2 ☐ **Telegraphic transfer (AUD).** Can only be sent to banks overseas. Refer to Table A on Page 2 for further information

Name of Bank:

No. & Street: _____

City: _____   **Country:** _____

Account Name: _____

Account Number: _____

Swift Code: _____

IBAN Number: _____

IFSC CODE: _____

CNAPS: _____

Routing No: _____

Swinburne Refund Application for International Students continued

REASON FOR REFUND

Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged. Failure to submit all required documents will delay authorisation and processing of the refund.

REASON	REQUIRED DOCUMENTS
☐ Student Visa rejected/cancelled	☐ Copy of the letter(s) from the Australian Embassy/High Commission/ Department of Home Affairs verifying the cancellation or rejection of visa
☐ Student did not meet condition(s) of offer	☐ Evidence (results) of condition(s) not met **(Administrative Fee applies if proof not submitted)**
☐ Declining Offer(s)	☐ Evidence of Payment ☐ Supporting documents (if required)
☐ Withdrawal from Course	☐ Copy of email confirmation that withdrawal has been processed
☐ Leave of Absence	☐ Copy of email confirmation that LOA has been processed
☐ Student overpaid/received exemptions/reduced loading	
☐ Change of Visa status: Permanent Residency before census dates	☐ Copy of Passport AND ☐ Copy of Permanent Residency Visa Date of PR _____/_____/_____ (Full refund if granted before census date)
☐ Overseas Student Health Cover (OSHC) **(Offshore only)**	☐ Copy of OSHC receipt

Student Signature _____ **Date** _____/_____/_____

Swinburne collects, uses and destroys your information in accordance with our Privacy Statement. For information, see **www.swinburne.edu.au/privacy.htm**

TABLE A - INTERNATIONAL REFUNDS - MATRIX

Ensure that you have provided the correct information as per the requirements below

	Payee Name + address	Phone Number of Beneficiary	Bank Name + address	Account number	SWIFT code	IBAN number	IFSC code	Routing Number/ABA	Transit number/CNAPS Code
Drafts	x		X						
Wires			X	X					
China/Vietnam	X	X	X	X	X				X
India	X		X	X			X		
Europe	X		X		X	X			
Canada	X		X	X	X			X	X
USA	X		X	X				X	
South Korea		X	X	X	X				
Asia		X	X	X	X				
Pakistan (PKR)		X			X				

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CRICOS Provider Code: 00111D