

International request for fee refund

Please read the [International Fee Refund Policy](#) to determine your eligibility for a refund before completing this form.

The processing time for a refund is 4 weeks from the date the fully completed application and supporting documentation is received. Incomplete forms or insufficient supporting documentation may cause processing delays in the payment process. Your refund will not be processed until your withdrawal is finalised.

STUDENT DETAILS

Family name

Given names

Student ID

Contact number COUNTRY AREA

Gender: M F

Date of birth DD / MM / YYYY

Email address

REASON FOR REFUND REQUEST

PROVIDE RELEVANT SUPPORTING DOCUMENTATION AS SHOWN BELOW.

- You're withdrawing after the commencement of your course and requesting a refund due to:
- SELECT ONE:**
- I'm returning to my home country and will not continue to study in Australia (you must attach a copy of your air ticket/e-ticket)
- I am transferring to another provider
- I have been excluded from enrolment (attach official notification from University)
- Special circumstances (refer to the [Guidelines for Applying for Remission/Refund in Special Circumstances](#) and submit documentary evidence if not already approved)
- I have obtained Permanent Residency and have a credit in my account (attach 'Notification of Residency Change of Status' form)
- I am a Study Abroad student (attach approval from Study Abroad advisor)
- Other, please specify (attach relevant documentation)

PAYMENT INFORMATION

Refunds are paid directly to the student's overseas account in their home country. If the payment is initially made by a third party, and documentary evidence is provided, the refund can be paid back to that third party.

REFUND TO AN OVERSEAS BANK ACCOUNT (TELEGRAPHIC TRANSFER)

NOTE: MACQUARIE UNIVERSITY IS NOT LIABLE FOR ANY BANK FEE CHARGES OR VARIANCE FROM FOREIGN EXCHANGE RATES FLUCTUATIONS.

Account holder name

Account number

Bank name

Bank street address

Refund currency

SWIFT code (HSBCHKXXXX)

IBAN (FOR EUROPE / UK ONLY)

CNAPS code (FOR CHINA AND REFUND IN CNY)

Australian Intermediary Bank Name

Bank Street Address

SWIFT Code (HSBCHKXXXX)

REFUND INTO AN AUSTRALIAN BANK ACCOUNT

(ELECTRONIC FUNDS TRANSFER)

PAYMENT CAN BE MADE TO AN AUSTRALIAN BANK ACCOUNT OF THE STUDENT OR OF AN AUSTRALIAN EDUCATION INSTITUTION IF:

- you have a valid visa beyond the conclusion of your program, or
- you're eligible for transfer from Macquarie University to another Australian Higher Education Institution (provide their bank account and Confirmation of Enrolment)

Provide new institution student number

Account name

Bank name

BSB number

Account number

REFUND OF THE OVERSEAS STUDENT HEALTH COVER (OSHC) ORGANISED THROUGH MACQUARIE UNIVERSITY

Students who are in Australia may be able to retain their OSHC cover or request a partial refund directly from Allianz.

CHECKLIST

- Check that full bank details have been supplied on this form
- Sign the declaration section on this form
- Attach all relevant supporting documentation
- Submit this form and all relevant supporting documentation to **mi.compliance@mq.edu.au**

DECLARATION

I declare that all of the information I have provided is true and accurate and that I have read and understood the 'International Fee Refund Policy'. I hereby request a refund of student fees paid.

I consent to Macquarie University verifying my study entitlements at Visa Entitlement Verification Online (VEVO).

Signature

Date / /

OFFICE USE ONLY

MI OFFICER ASSESSMENT

Deduction amount as per policy

Policy section

Refund amount as per policy

Policy section

CHECKLIST:

- Request for refund of fees checked for eligibility and required supporting documentation provided
- Copy of Request for International Request for Fee Refund form placed on student file
- Sent copy of form to OFS and updated PRISMS
- Student is under 18 years old

Name

Signature

Date / /

OFS OFFICER APPROVAL

Payment Authorisation:

- All fees have been charged, plus non-refundable deposit, all necessary deductions have been made.
- Student is not covered by US government financial aid, other sponsorships or other scholarships.
- Student has been notified of the refund amount and that the refund has been made.

Name

Signature

Date / /