MACQUARIE University
SYDNEY·AUSTRALIA

International withdrawal and release request

This form should only be used for international students who have not commenced or have not completed the transfer restricted period of study in their principal course, and wish to withdraw from Macquarie University.

If you have not completed the transfer restricted period of study in your principal course at Macquarie University, or if you are studying at the Macquarie University College, it is important to book an appointment with your student adviser prior to withdrawing from your units or English Language Program. If you wish to withdraw from some units only, visit the **Service Connect Portal** and apply for 'Reduce Study Load'. If you are seeking release from Macquarie University, read the information on the back of the form. A release is not automatically granted.

This is a fillable PDF form. Please complete by typing your answers instead of handwriting. You will need either Adobe Acrobat or Adobe Reader to complete and save this form. Adobe Reader may be downloaded for free at https://get.adobe.com/reader.

PERSONAL DETAILS

Family name

Given names

Student ID

Contact number

Gender: ☐ M ☐ F Date of birth D D M M Y Y

Course/degree

Current residential address

Suburb

State Postcode:

Email address

Are you a sponsored student or receiving a government loan? ☐ Yes ☐ No

Are you under 18 years of age? ☐ Yes ☐ No

REASON FOR WITHDRAWING (please tick)

☐ I am 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 education institution (you must attach a copy of your offer letter from the other institution).

☐ I do not meet the entry requirements (you must attach evidence to support this reason).

☐ My visa was refused by the Department of Home Affairs (you must attach the 'notification of refusal' letter).

SELECT ONE:

☐ I have not commenced my study at Macquarie University.

☐ I have not completed the transfer restricted period at Macquarie University . (Please do not withdraw from your program until you have spoken to your Admissions Officer, as shown on your original offer letter from Macquarie University.)

☐ I am currently enrolled at Macquarie University College and I am withdrawing from the English Language Program only.

☐ I am currently enrolled at the Macquarie University College and I am withdrawing from the English Language Program and subsequent courses.

☐ I am a Study Abroad student and have obtained approval from my Study Abroad Adviser to withdraw.

DO YOU REQUIRE A RELEASE TO TRANSFER?

☐ Yes ☐ No

If you wish to study with another provider in Australia, prior to completing the transfer restricted period of study in your principal course, you will require the University's approval of release.

DOCUMENTS REQUIRED FOR RELEASE ASSESSMENT

☐ a typed statement explaining why you are applying for a release from the University and any other relevant documentation.

☐ an unconditional offer letter from another provider (that meets the transfer and release conditions).

☐ written approval from a parent or legal custodian to support the transfer, if you are under 18 years of age.

TERMS AND CONDITIONS

1. Students are not guaranteed re-admission after any break period and will need to re-apply subject to degree rules, course progression requirements, and meeting the University's admission requirements at the time.

2. Student withdrawal and release is subject to the Transfer and Release for International Students Policy and the International Fee Refund Policy.

STUDENT DECLARATION

- I acknowledge and accept all of the above conditions regarding withdrawal and/or release from Macquarie University.
- I acknowledge that I must attach any required documents or my request may not be processed.
- I acknowledge that Macquarie University will cancel my CoE and will notify the Department of Home Affairs if I do not commence my course, or if I withdraw from my course.

Signature

Date D D / M M / Y Y Y Y

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Application for a release

Standard 7 of the National Code of Practice for Providers of Education and Training to Overseas Students (2018) states that you must apply for release if you want to study with another provider in Australia prior to completing the transfer restricted period of study in your principal course. Students in this situation should not accept an offer at another institution unless Macquarie University has granted release. See the University's transfer and release conditions.

Approval of release is not required if, the student:

- has been studying in their Principal Course beyond the transfer restricted period; or
- does not meet the conditions of their letter of offer and therefore cannot commence their Course at the University and a suitable alternative Course at the University is not available; or
- wishes to discontinue studying at the University and intends to return to their home country; or
- is holding any other kind of temporary residence visa, that is not subject to the National Code; or
- is an Australian Government Sponsored student (not subject to the ESOS Act) and the sponsor supports the transfer.

Release request process:

- Allow 10 working days for your application to be processed.
- You will be notified of the outcome in writing (to the email address entered on this form).
- If you are a current student and you are granted a release, you will need to withdraw from your units through eStudent.
- Your CoE will be cancelled and you should contact the Department of Home Affairs to find out if you require a new visa.

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Fee refund (if applicable)

Please read the International Fee Refund Policy carefully to determine your eligibility for a refund before completing this section.

The processing time for a refund is 4 weeks from the date the fully completed application and all supporting documentation is received.Incomplete or incorrect forms, or insufficient supporting documentation, may cause processing delays in the payment process. If your release request is not granted, your refund will not be processed automatically until your withdrawal is finalized.

REASON FOR REFUND REQUEST (please tick)

☐ I am requesting a fee refund of my commencement fee and/or my English Language commencement fee and my reasons for withdrawal and the relevant documentation is submitted

☐ I am requesting a fee refund of OSHC. Please note:

- Students with proof that they have not arrived in Australia to commence their course (e.g. visa refusal letter) will have the OSHC fee refunded by the University, if the OSHC provider confirms that the policy has not been activated.
- Students who are in Australia may be able to retain their OSHC cover or request a partial refund directly from the OSHC provider.

☐ I am requesting a fee refund due to a special circumstance (refer to the Guidelines for Applying for Remission/Refund in Special Circumstances for the appropriate documentary evidence)

PAYMENT INFORMATION

If payment was made using a card, the refund will be issued back to the card. If the university is unable to refund to the card for any reason, the refund will then be processed to the nominated bank account (student's overseas account in their home country). Payments to a third-party account can only be made when the third party is the original payer OR the student's direct relative.

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 holder residential address

Account number

Bank name

Bank street address

Refund currency

SWIFT code

IBAN (FOR EUROPE / UK / PAKISTAN ONLY)

IFSC code (FOR INDIA ONLY)

CNIC/SNIC code (FOR PAKISTAN ONLY)

CNAPS code (FOR CHINA)

9-digit Routing / Transit code (FOR USA / CANADA ONLY)

Australian Intermediary Bank Name (check with receiving bank if required)

Bank Street Address

SWIFT Code

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 holder name

Bank name

BSB number

Account number

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 your admissions officer

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 the university issuing the refund to the original card used for the payment transaction.

I have confirmed the refund currency with the bank of the nominated account if I request to receive the refund in Australian Dollars or a currency other than the local currency of the country where the account is held. I understand that failing to do so will result in unsuccessful remittance and delay in receiving my refund.

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

Signature

Date D D / M M / Y Y Y Y

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OFFICE USE ONLY

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 D D / M M / Y Y Y Y

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 D D / M M / Y Y Y Y

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AUTHORISATION LETTER FOR PAYMENT TO A THIRD-PARTY ACCOUNT

Generally, refund payments are made to the student's offshore account. Please complete this form only if the student has nominated a third-party beneficiary account in the payment details. Payments to a third-party account can only be made when the third party is the original payer OR the student's direct relative.

This is a fillable PDF form. Please complete by typing your answers instead of handwriting. You will need either Adobe Acrobat or Adobe Reader to complete and save this form. Adobe Reader may be downloaded for free at https://get.adobe.com/reader.

I, _____ with student ID _____

authorise the third-party beneficiary account below to receive the approved refund payment on my behalf:

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 holder residential address

Account number

Bank name

Bank street address

Refund currency

SWIFT code

IBAN (FOR EUROPE / UK / PAKISTAN ONLY)

IFSC code (FOR INDIA ONLY)

CNIC/SNIC code (FOR PAKISTAN ONLY)

CNAPS code (FOR CHINA)

9-digit Routing / Transit code (FOR USA / CANADA ONLY)

Australian Intermediary Bank Name (check with receiving bank if required)

Bank Street Address

SWIFT Code

REFUND INTO AN AUSTRALIAN BANK ACCOUNT
(ELECTRONIC FUNDS TRANSFER)

Account holder name

Bank name

BSB number

Account number

** Additional routing codes may be required for international transactions to different countries. Please check with your bank and provide all the relevant codes in the payment details of the refund form.*

REASON

☐ **Payment to original payer/ source account**
In case the nominated beneficiary account is the original payer, we require proof of source of payment, which matches the nominated account (i.e. bank statement which shows the bank name, account holder name, account number and the transaction details of payment to Macquarie University). *Payment receipts with no account details do not satisfy this requirement.*

OR

☐ **Payment to a direct relative**
Attach proof of the relationship between the student and the third party (e.g. birth certificate, passport which includes parent's name, marriage certificate, etc). The third party must be the student's direct relative.

** Documents in a language other than English must be translated professionally by an accredited translation service or a language professional and must arrive on the professional letterhead of the translator.*

Student's name

Student's signature

Date D D / M M / Y Y Y Y

Parent's name

Parent's signature

Date D D / M M / Y Y Y Y

(only required if student is under 18 years old)