

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 currently enrolled at the University of Sydney? Yes No

I WOULD LIKE TO APPLY FOR A REFUND OF:

- Excess payment of Tuition Fees
Withdrawal from degree course
Withdrawal from University of Sydney course and transfer to another Australian institution
Please provide a copy of the Offer Letter from the other Australian institution - your refund will be directly transferred to the institution. If you have already paid your fees to other institution please provide the COE from the other Australian institution - your refund will then be paid into your account.

IT IS MANDATORY FOR STUDENTS WITHDRAWING/DEFERRING/SUSPENDING FROM THIS UNIVERSITY TO ADVISE THE FACULTY IN THE FIRST INSTANCE. NO REFUND WILL BE PROCESSED UNTIL THE STUDENT RECORD HAS BEEN UPDATED BY THE FACULTY. STUDENTS WHO HAVE NOT ENROLLED MUST ADVISE THEIR INTERNATIONAL OFFICE ADMISSIONS OFFICER OF THEIR WITHDRAWAL. NO REFUND WILL BE PROCESSED UNTIL THE STUDENT RECORD HAS BEEN UPDATED AND THE COE CANCELLED.

Has the Faculty been advised of withdrawal/defer/suspend? Yes No Date:

Please note the Conditions of Offer agreed to upon enrolment, which explicitly state in the case of withdrawal:

- 90% of semester fee if you inform the Faculty (for withdrawals) / International Office in writing before semester commences.
50% of semester fee if you withdraw by Census date (31 March for Semester 1 and 31 August for Semester 2).
Students who obtain permanent residence by the Census date and advise the International Office by those dates are entitled to a 100% refund of the fees paid for that semester. Permanent residence is recognised from the dates of the residence stamp on your passport. If the permanent residence is obtained after these dates no refund is payable for that semester. If you obtain residence by the above dates the University reserves the right to review your admission.
Refunds will be forwarded overseas for students withdrawing/suspending/deferring and not attending another Australian institution.

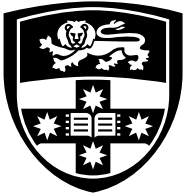
FOR FURTHER INFORMATION ON OUR REFUND POLICY PLEASE REFER TO THE FOLLOWING WEBSITE: sydney.edu.au/fstudent/international/undergrad/costs/refund.shtml

PLEASE PROVIDE YOUR BANK DETAILS (AUSTRALIAN OR OVERSEAS) ON THE ATTACHED FORM

PLEASE SIGN BELOW TO ACKNOWLEDGE RECEIPT OF THIS ADVICE

Additional details:

Student signature: Date:



ABN: 15-211-513-464

Vendor EFT (TT) Details

Student Name

Student ID

Name of Financial Institution (ie. Bank)

Address/Branch of Financial Institution (full address required)

6 Digit Bank State Branch Number (BSB) for Australia or SWIFT CODE / IBAN for overseas

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Account Number

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Bank Account Name (ie. John Smith; ABC Company Pty Ltd)

Conditions of Use of TT:

- Future payments by the University of Sydney will be by TT.
- Changes in the above particulars are to be notified immediately.
- The above-named Business agrees to repay to the University of Sydney on demand any payments credited to the Business 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.
- The University of Sydney reserves the right at any time to terminate or suspend this TT payment system and to pay by any other manner which the University of Sydney may determine from time to time.

I agree to the above conditions.

Title: _____ Name: _____

Phone: _____ Signature: _____

FAX: _____ Date: _____

Please return this form to:

International Office
Level 4, Jane Foss Russell Building
University of Sydney NSW 2006
Phone: +61 2 8627 8348
Fax: +61 2 8627 8386
Email: io.refunds@sydney.edu.au