

Student Administration
Request for Fee Refund - International Students only

Enrolments and Student Finance Unit
 Locked Bag 1797, Penrith NSW 2751



Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X). Please note that it is the normal practice for credit balances to be carried forward in FULL for enrolled students. If you are not at the last session of enrolment you may wish to reconsider applying for a refund.

1 - PERSONAL DETAILS

Student ID number + Daytime contact phone number

Title Family name

Given name(s)

Australian address

Unit no.	<input type="text"/>	Street no.	<input type="text"/>	Street name	<input type="text"/>
Suburb	<input type="text"/>			State	<input type="text"/>
				Postcode	<input type="text"/>

Email address

Home phone number Work phone number Mobile phone number

UWS course code UWS course name Campus

Tuition fee amount paid to UWS

AUD\$

2 - CURRENT ACADEMIC STUDY (course yet to be completed)

Are you currently studying an academic qualification at another institution other than UWS? Yes No

If yes, please complete the details below.

Name of qualification/award (e.g. Bachelor of Business) Duration

Date commenced

Institution Country/state

Expected date of completion

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies.

3 - OVERSEAS BANK DETAILS

Please ensure that your full **overseas bank details** are provided to avoid delaying the processing of your refund.

Account holder's name

Account holder's address

Name of bank

Branch name

Address of bank

Account number

SWIFT/BIC code*

IFSC India code*

IBAN - UK, Europe code*

Sort code*

ABA or routing number*

**It is essential to provide one of these codes for a refund.*

4 - AUSTRALIAN BANK DETAILS

Please ensure that your full **Australian bank details** are provided to avoid delaying the processing of your refund.

Account holder's name

Account holder's address

Name of bank

Branch name

Branch number

Account number

5 - REASON FOR NOT CONTINUING STUDY

If you are requesting a refund due to withdrawing from your current/future course at UWS, please indicate your reason for withdrawing. (Please tick the relevant boxes)

- | | |
|---|--|
| <input type="checkbox"/> Health reasons/illness (please provide evidence) | <input type="checkbox"/> Transferring to other institution (please indicate why) |
| <input type="checkbox"/> Financial difficulties | <input type="checkbox"/> Competitive tuition fee |
| <input type="checkbox"/> Personal/family issues (please provide evidence) | <input type="checkbox"/> Course change |
| | <input type="checkbox"/> More convenient location |
| <input type="checkbox"/> Have not met conditional requirements | <input type="checkbox"/> Study experience (please provide evidence) |
| <input type="checkbox"/> English proficiency | <input type="checkbox"/> Not enough Advanced Standing granted |
| <input type="checkbox"/> Academic | |

6 - DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions on this form. I have returned my student ID card to a Student Central location. Please amend my University records to show that I am resigning from my course of study as indicated above.

Student's signature

Date