



This form should be completed:

- If you wish to withdraw from the course in which you are currently enrolled with the Sunraysia Institute of TAFE
- If you wish to withdraw from a course you are scheduled to commence in the future
- If your student visa has been refused by Department of Home Affairs (DHA)
- If you have overpaid your course fees
- All information to be typed or written in **block letters**

| Student Information | | | |
|---------------------|--|-------------|--|
| Name | | Student ID | |
| Sponsor | | Passport No | |
| Course Name | | | |
| Address | | | |
| Email | | Telephone | |

I am applying for (please tick one)

- Withdrawal / Discontinuation of current enrolled course at Sunraysia Institute of TAFE
- Withdrawal / Discontinuation of future scheduled course at Sunraysia Institute of TAFE
- Refund because of Visa Refusal
- Refund of course fees due to overpayment
- Other please specify _____

If withdrawal / discontinuation please provide a full explanation and attach to this form any supporting documents (e.g. medical certificate, flight ticket, payment of airfare, DHA – visa refusal notice).

I request a refund of my tuition fees to be transferred electronically to my bank account or cheque in Australia or Overseas- If you wish your refund to be returned via cheque please ensure it is to an Australian address.

If cheque refund, please allow up to 30 days. All cheque refunds will be processed at end of month.

| | | | |
|---------------------------------|--|-----------------------------|--|
| Bank Name | | Bank Branch | |
| Bank Address | | | |
| Account Name | | Account Number | |
| BSB number (If in Australia) | | SWIFT Code (If overseas) | |

Warning – Uncontrolled when printed. The current version of this document is kept on the Portal.

DO NOT POPULATE FOOTER – THIS WILL BE DONE AUTOMATICALLY

International Student Withdrawal and Refund Application

Refund of the Overseas Student Health Cover (OSHC)

- Where a student has not arrived and has never resided in Australia, Sunraysia Institute of TAFE will claim the OSHC refund from Medibank Private on behalf of the student.
- Where the student has arrived or has resided in Australia, it is the responsibility of the student to claim the OSHC refund from their OSHC provider / insurer directly.

Please ensure you have read and understood the Sunraysia Institute of TAFE Fees Refund Policy before signing the declaration below.

I declare that the information provided on this form is true and complete and that it is my responsibility to provide all necessary documentation to support my request for refund. I agree and have read and understood the "International student Fee Refund Policy".

| | | | |
|-------------------|--|------|--|
| Student Signature | | Date | |
|-------------------|--|------|--|

Office use ONLY: International Students Unit

| STUDENT ADMINISTRATION | | | | SENIOR STUDENT ADMINISTRATION OFFICER | | |
|------------------------|---------------|--------------|-------------|---------------------------------------|--------|--|
| Type of Fee | Original Fees | Amended Fees | Amount Paid | Difference to be Refunded/Credited | | Account Code for International Student Refunds |
| | | | | Refund | Credit | |
| Amenities Fee | | | | | | |
| Materials Fee | | | | | | |
| Tuition Fee | | | | | | |
| TT Fee | | | | | | |
| OSHC Fee | | | | | | |
| Admin Fee | | | | | | |
| Other (Specify) | | | | | | |
| Total: | \$ | \$ | \$ | \$ | \$ | |

Admin Comments: _____

Prepared By: _____ Date: __/__/__

Approved By: _____ Date: __/__/__

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