



This form should be completed and signed by future, current and past International Students if:

- you wish to withdraw from the course in which you are currently enrolled with the SuniTAFE
- you wish to withdraw from a course you are scheduled to commence in the future
- your student visa has been refused by Department of Home Affairs (DHA)
- you have overpaid your course fees

All information to be typed or written in **BLOCK LETTERS**

STUDENT INFORMATION					
Name				Student ID	
Agent				Email address	
Course					
AUSTRALIAN ADDRESS/CONTACT NUMBER:					
Residential Address					
City		State		Country	
Mobile telephone				Postcode	
HOME COUNTRY ADDRESS/CONTACT NUMBER:					
Home Address					
City		State		Country	
Home telephone				Postcode	

**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 \_\_\_\_\_

**IMPORTANT:** Please provide a full explanation and attach to this form any supporting documents (e.g. medical certificate, flight ticket, payment of airfare, visa refusal notice, evidence of payment and bank account).

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# International Student Withdrawal and Refund Application

## I request a refund of my tuition fees to be transferred electronically to my Australian or overseas bank account

I authorise SuniTAFE to make a refund payment to my bank account through the Cohort Go payment portal.

### BANK ACCOUNT FOR REFUND

Bank Name		Bank Branch (include country)	
Bank Address			
Account Holder Name		Account Number	
BSB number (If in Australia)		SWIFT Code (If overseas)	

### ACCOUNT HOLDER DETAILS

This is my bank account.

This is the bank account of the person or organisation who paid the fees to be refunded.

Their relationship to me: \_\_\_\_\_

This is the bank account of another person or organisation.

Their relationship to me: \_\_\_\_\_

### DECLARATION

- I declare that the information provided on this form and all necessary documentation provided to support my request for refund is true and complete.
- I agree to, and have read and understood, the *International Student Fee Payment and Refund Policy* and the *International Student Fee Payment and Refund Procedure* and I understand that this application for a refund may be refused or result in only a partial refund and an administration fee may be withheld from any refund granted.
- I understand that it is my responsibility to claim any OSHC refund directly from the OSHC provider.
- I understand I may be required to provide additional documentation to support my application.

Student Signature		Date	
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Please return this completed form to the International Students Unit or email to [international@sunitafe.edu.au](mailto:international@sunitafe.edu.au)

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**Authorised by:** Camille Mansell

**Maintained by:** Camille Mansell

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Page 2 of 3

**Office use ONLY: International Students Unit**

Refund Circumstance	
Timing of Request	
Eligible for refund?	

Type of Fee	Amount Paid by Student	Less: Administration Fee	Total Refund Amount	Remark
Tuition Fee				
Admin Fee				
Other (Specify)				
<b>Total:</b>	\$	\$	\$	

Additional Comments:

Prepared By:

Date:

Approved By:

Date:

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