Application for Fee Refund

Submit your Application for Refund of International Student Fees by completing this form. Processing will take up to four (4) weeks from the date all completed documentation has been received by the relevant campus. For more information refer to the 'Refunds and Remission Policy' visit: **scu.edu.au/policy**
Handwritten applications will NOT be accepted.

Student to complete

Student ID number

Student name (in full)

Postal address (for refund) (must not be a PO Box)

Telephone number

Email address

Direct deposit – Australian bank account

Account name *Beneficiary*

Account number

BSB

Telegraphic transfer (TT) – International bank account Note: Account must be able to accept $AUD

Account name
Beneficiary

Address of beneficiary
Not a PO Box

Name of receiving bank

Address of receiving bank
Not a PO Box

Swift/Routing/IFSC/Sort

Account number or IBAN
IBAN required for Europe and Middle East

Other detail

Reason for application for refund (please tick relevant box)

- ☐ Overpayment of fees
- ☐ Permanent residency granted (attach a copy of your passport, visa and documentation)
- ☐ Leave of absence (attach Leave of Absence Approval Letter)
- ☐ No Australian visa (attach a completed Course Withdrawal Form and eVisa refusal
- ☐ documentation) Withdrawal (attach evidence of course withdrawal)

Write down reason for refund in details (required)

Student to Complete

For third party payment

I authorise the refund payment to be made to:

Student signature (as per passport) Date

* Declaration

I certify that the information provided above is true and correct, and that I have attached all required documentation.

Student signature (as per passport) Date

Submit completed form along with all supporting documentation to:

Campus	Contact
All Main Campus locations	intrefunds@scu.edu.au
SCU Sydney, SCU Melbourne, SCU Perth	scuventures.refunds@scu.edu.au
Hotel School - All Locations	scuventures.refunds@scu.edu.au

Privacy Information

Southern Cross University is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation. The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the Department of Education and Training, the Department of Home Affairs (DHA) pursuant to reporting obligations under applicable legislation. Your personal information will also be disclosed to your overseas student health care provider and, if you are under 18 years of age, to the carer appointed for you under the National Code made under the *Education Services for Overseas Students Act 2000*.

Your information will not be disclosed to other third parties without your consent. You have a right to access personal information that Southern Cross University holds about you. See the University's Privacy Policy for details, which can be accessed at **scu.edu.au/privacy**