

**VARIATION TO ENROLMENT –
NON-COMMENCEMENT AT MQC AND/OR ACL**

Family name: _____ Other names: _____ Student ID: _____

Telephone No. (Australia): _____ Telephone No. (Home Country): _____

Email Address: _____

This application is to be completed and signed by both applicant (student) and MQC Admissions Staff Member. Students currently in Australia **must have an interview** with MQC Admissions staff **prior to withdrawal**.

I am making an application to **withdraw** from the following:

- ACL** course(Course Name)(Start Date)
 MQC course(s)(Course Name)(Start Date)

I am making this request for the following reasons:

- (VI) Student visa not granted (must provide letter of visa refusal from DIAC office)
 (BF) Decided not to study in Australia
 (RT) Returning to home country (must provide a valid flight ticket to leave the country)
 (TR) Transfer to another institution within Australia (must provide offer letter from the other institution)
 (OT) Other: _____

International students ONLY

I also understand that the Compliance Section of the Department of Immigration and Citizenship (DIAC) will be advised that I will not study at MQC and may cancel my current student visa. I am aware that I should contact the DIAC office prior to departure in order to minimize difficulties gaining a visa should I wish to return to Australia.

Student's Signature: _____

Date of application: __ / __ / _____

Parent or Guardian's Signature: _____
(if the student is under 18 years of age)

Date of application: __ / __ / _____

OFFICE USE ONLY



Received by (Admissions) _____

Date received: ___ / ___ / _____
(Refund policy applies from this date)

Admission

Student or Agent notification of receipt of form	<input type="checkbox"/>	___
Approved	<input type="checkbox"/>	___
MAZE status 'R'	<input type="checkbox"/>	___
MAZE reason and date	<input type="checkbox"/>	___
Refund OSHC Request	<input type="checkbox"/>	___
Notify ACL re cancellation	<input type="checkbox"/>	___
ACL e-CoE (Did not commence course)	<input type="checkbox"/>	___
MQC e-CoE (Did not commence course)	<input type="checkbox"/>	___
Delete Start/End dates of CoE's on MAZE	<input type="checkbox"/>	___
Notify Assistant Accounts Officer if agent is IDP (Commission refund)	<input type="checkbox"/>	___
Delete Orientation Code on MAZE	<input type="checkbox"/>	___
Release letter issued by Student Adviser (if student transferring to another provider)	<input type="checkbox"/>	___

Request for Refund of Fees – International Students

INSTRUCTIONS:

(This form is to be filled in by the student.)

Please read the Macquarie City Campus Refund Policy to determine your eligibility for a refund before filling in this form.

Ensure that all sections of this form are complete, supporting documentation is attached, contact details have been supplied, and that you have signed the last section of the form. Incomplete forms cannot be processed. Submit this form and all supporting documentation at Macquarie City Campus

REFUND INFORMATION

Reason for Refund	Prerequisites	Attachments Required	Amount to be Refunded	Please tick one
Overpaid fees and student will have completed their studies by the end of this period	Student has completed their program or will be completing their program this study period.	None – Completion criteria will be checked by Macquarie City Campus	Full Refund	<input type="checkbox"/>
Full degree student withdrawing after commencing studies at Macquarie City Campus	Student has already submitted the <i>Withdrawal from course or unit</i> form at Macquarie City Campus	None – withdrawal information will be checked by Macquarie City Campus	Partial Refund. Maximum deduction \$5000	<input type="checkbox"/>
Full degree student withdrawing before commencing studies at Macquarie City Campus	Student has already submitted the <i>Non commencement</i> form at Macquarie City Campus	None – withdrawal information will be checked by Macquarie City Campus	Partial Refund. Maximum deduction \$5000	<input type="checkbox"/>
Full degree student transferring to Macquarie University – North Ryde Campus	Student has already submitted the relevant Internal Transfer policy form	None – withdrawal information will be checked by Macquarie City Campus	Full Refund. To be transferred to Macquarie Univ. – North Ryde Campus directly	<input type="checkbox"/>
Foundation Studies student withdrawing before commencing studies at Macquarie City Campus and transferring to SIBT	Student has already submitted the Non commencement form at Macquarie City Campus	None – withdrawal information will be checked by Macquarie City Campus	Full Refund to be transferred to SIBT directly	<input type="checkbox"/>
Foundation Studies student completing their studies by the end of this period	Student has completed their Foundation program or will be completing their program this study period.	None – Completion criteria will be checked by Macquarie City Campus	Full Refund to be transferred to SIBT directly	<input type="checkbox"/>
Other reason not listed Above. (e.g. OSHC Refund, Excluded or Enrolment cancelled)	Reason:	Any relevant documentation	Partial or full refund depending on circumstances	<input type="checkbox"/>

STUDENT INFORMATION

Family Name _____

Given Names (s) _____

Macquarie City Campus ID _____

Date of Birth ____ / ____ / _____

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PAYMENT INFORMATION

Please select your preferred payment option by:

1. Ticking one of the boxes
2. Filling in the required Bank Details

Electronic Funds Transfer (Australian payment)

Account Name:

Account Number:

BSB Number

Bank Name:

Funds Transfer to Macquarie Univ.–North Ryde

Account Name: Macquarie University

Account Number: 50929 4937

BSB Number: 082 241

Bank Name: National Australia Bank

Macquarie University ID: _____

Telegraphic Transfer (Overseas payment-
All fields required)

Account Name:

Account Number:

Bank Name & Address:

SWIFT Code:

Account holder Address:

Funds Transfer to SIBT

Account Name: SIBT Student Fees Account

Account Number: 773 833

BSB Number: 036 000

Bank Name: Westpac Bank

SIBT Student ID: _____

**Refund will be processed within 4 weeks from
the date this application is received.**

