

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: _____

Cheque (Australian Payment – Cheque will be made payable to the student only)

Account Name:

Phone Number:

Home Address:

E-mail 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: _____

Telegraphic Transfer (Overseas payment- All fields required)

Account Name:

Account Number:

Bank Name & Address:

SWIFT Code:

Account holder Address:

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

