



APPLICATION FOR REFUND OF TUITION FEES

Please use **BLOCK LETTERS** in completing the form.

I, (the Student stated below) **WOULD LIKE TO APPLY FOR A TUITION FEE REFUND OF** \$

A. Reason For The Request

(Eg. Excess payment of Tuition Fees; Withdrawal from unit of study; Offered gov't supported/ assisted place etc.)

B. Conditions For Refund

- 1 Applications will only be approved if it complies with the relevant provisions of the University refund policies. (Please visit the website: www.finance.usyd.edu.au/revenue_income/refund.shtml. International students may also see the University refund policy for international students - www.media.usyd.edu.au/fstudent/international/undergrad/costs/refund.shtml).
- 2 Any outstanding amounts due to the University, and any applicable costs or charges that may be levied by their bank for receipt of monies refunded will be deducted from the refund.
- 3 Refund will be reimbursed to the student in the same way the original payment was made, except:
 - a. Where the original payment was made by a cheque, refund will be processed directly to the student's nominated bank account through Electronic Funds Transfer (EFT);
 - b. Where a student is no longer residing in Australia, refund would be processed by international bank draft.
- 4 Where a cheque or an international draft is sent to a person, institution or sponsor nominated by the student, the University shall be deemed to have discharged any obligation it may have in relation to the refund of fees to the student and accepts no responsibility for the Student not benefiting from such refund of fee.
- 5 Banking regulations require that credit card refund is only processed back to a card if the original payment was made by credit card **AND can only be credited to the originating card**. The University accepts no responsibility if a student does not receive the refund credited to the originating card (including where the card belongs to a third party).
- 6 The student agrees to repay to the University of Sydney on demand any payments credited to the student in error. The University reserves the right to set off the amount of any overpayment made in error against any liability (including any future debt) owing to the University of Sydney by the Student.

C. Personal Details

Please use **BLOCK LETTERS** in completing the form.

Student ID:	<input type="text"/>	Telephone:	<input type="text"/>
Family Name:	<input type="text"/>	Given Name:	<input type="text"/>
Unit of Study:	<input type="text"/>	Email Address:	<input type="text"/>

Correspondence Address:

D. Method of Payment (Refer Conditions 3 & 5 and fill in either section **D1** OR **D2**)

1 Refund through Credit Card

Name of Card holder	<input type="text"/>		
Credit Card number	<input type="text"/>		
Card Expiry Date	<input type="text"/>	Card Type (eg. Visa, Mastercard etc)	<input type="text"/>

OR

2 Refund through Electronic Funds Transfer / Telegraphic Transfers to Bank Account

Name of Account:	<input type="text"/>		
Name of Bank :	<input type="text"/>		
Address / Branch of Bank:	<input type="text"/>		
Bank/State/Branch (BSB No):	<input type="text"/>	Account Number:	<input type="text"/>

E. Student's Declaration:

I, the student applying and submitting this application declare that I have read, understood and accept the conditions of this refund application.

Signature :

Date :

* * * * *

F. Official Use Only: **Refund Amount:**

Approval is hereby **GIVEN** for the above refund payment and related amendments to student financial liability records.

Approving Officer: (Signature)	<input type="text"/>	Date:	<input type="text"/>
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Refund Details: Date: _____ Receipt No. _____