

International Student Refund Request Form B



University of
Southern
Queensland

Current students holding a Student Visa

Please ensure that your student account is in credit and that you are eligible for a refund when submitting this form. Continuing students with a credit balance are encouraged to offset this amount against their fees in the next semester.

Please return both pages of your form to: support@unisq.edu.au

Student Number	<input type="text"/>	Application Number	<input type="text"/>	Date of Birth	<input type="text"/>
First Name	<input type="text"/>		Last Name	<input type="text"/>	
Email Address	<input type="text"/>			Refund Amount	<input type="text" value="AUD"/>
Signature	<input type="text"/>			Date	<input type="text"/>

Note: Signature not required if emailing from registered email account.

REASON FOR REFUND: Please provide detailed reasoning to support your request.

Approved WWP	Dropped Course/s	Approved Reduced Study Load	Excess Funds
Other <i>(Please specify)</i>	<input type="text"/>		

Please complete ONE refund method below (e.g. TT, EFT, Credit Card)

* If fees were paid by credit card, refunds MUST be returned to the originating credit card.

*Fees paid by international bank transfer refunds will be returned to the student's home country as per UniSQ's Refund Policy.

For more information please refer to the UniSQ website for the *Refund of Student Fees Policy and Procedure*.

TT (INTERNATIONAL BANK TRANSFER): Only use if funds were paid by international wire/international bank draft.

Please supply applicable details for home country (Refer to Requirements by Country guide below)

Bank Name	<input type="text"/>	Branch Name	<input type="text"/>			
Bank Street Address	Street					
	City		State	Country		
	<input type="text"/>					
Account Holder Name	<input type="text"/>		Account Number	<input type="text"/>		
SWIFT / BIC Code	<input type="text"/>	IFSC Code	<input type="text"/>	MICR Code	<input type="text"/>	
SORT Code	<input type="text"/>	IBAN Number	<input type="text"/>		Routing / Transit Code	<input type="text"/>
CNAPS Code	<input type="text"/>	Malaysian National ID / Passport Number	<input type="text"/>		Preferred Currency	<input type="text"/>
Account Holder's Overseas Street Address	Street					
	City		State	Country		
	<input type="text"/>					

Requirements by Country: **India:** IFSC, SWIFT & MICR **China:** SWIFT & CNAPS **UK:** SWIFT, IBAN & SORT **Other:** SWIFT
USA: SWIFT & Routing **Nepal:** SWIFT **Malaysia:** SWIFT & National ID

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The latest controlled version can be found on the Financial Services Forms page.



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Continued

EFT (AUSTRALIAN BANK ACCOUNT): Only use if fees were paid by cash, cheque, direct transfer, BPAY or Australia Post.

Account Holder Name	<input type="text"/>	Bank Name	<input type="text"/>
BSB	<input type="text"/>	Account Number	<input type="text"/>

CREDIT CARD: Please select from the following options.

I paid my fees online through my Student Centre

The refund will be credited back against the originating credit card - you are not required to provide any further details.

I paid my fees in-person or over the phone

The refund will be credited back against the originating credit card - UniSQ Financial Services staff will contact you to obtain full credit card details.

PRIVACY COLLECTION STATEMENT:

UniSQ collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated UniSQ services. The information may be made available to Commonwealth and State agencies and the Tuition Protection Service Director and Secretary pursuant to obligations under the Education Services for Overseas Student Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than a UniSQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

STUDENT ADMINISTRATION USE ONLY:

Approved

Signature - Director, Student and Academic Support

Name (Print or Stamp)

Date

Refund request approved in accordance with the *Refund of Student Fees Policy and Procedure*

FINANCE USE ONLY:

Request ID

SF Approved

Financial Delegate Initial & Date

SF Processed

Accounts Receivable Initial & Date

Accounts Receivable to Process:

Refund Amount	<input type="text" value="AUD"/>	QI / Receipt Number	<input type="text"/>	Original Payment Date	<input type="text"/>
Refund Amount	<input type="text" value="AUD"/>	QI / Receipt Number	<input type="text"/>	Original Payment Date	<input type="text"/>
Refund Amount	<input type="text" value="AUD"/>	QI / Receipt Number	<input type="text"/>	Original Payment Date	<input type="text"/>

Accounts Payable to Process: Electronic Funds Transfer

Telegraphic Transfer

Refund Amount	<input type="text"/>	Voucher Number	<input type="text"/>	PS Processed	<input type="text"/>	Accounts Payable Initial & Date	<input type="text"/>
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