

Request for Refund of Fees – International Students

INSTRUCTIONS:

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

Please read the Macquarie International 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 at the back of the form. Incomplete forms cannot be processed. Submit this form and all supporting documentation at Macquarie International.

Note that the refund payment must be made out to your name in your country of permanent residence. Payment will be made either by telegraphic transfer or by international bank draft. If your refund is under \$1000 then you may request for an electronic funds transfer (direct deposit) or by local cheque. If you are transferring to another educational institution in Australia then you may request for your refund to be made payable to them.

The usual processing time for a refund payment is within four weeks from the date the request was received.

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 International.	Full Refund.	<input type="checkbox"/>
Full degree student withdrawing before commencing studies at Macquarie.	Student has already submitted the <i>Withdrawal from Study</i> form at Macquarie International.	None – withdrawal information will be checked by Macquarie International.	Partial Refund. Maximum deduction \$5000.	<input type="checkbox"/>
Full degree student withdrawing after commencing studies at Macquarie.	Student has already submitted the <i>Notice of Leaving Education Provider</i> form at Macquarie International.	None – withdrawal information will be checked by Macquarie International.	Partial Refund. Maximum deduction \$5000.	<input type="checkbox"/>
Study Abroad student withdrawing from their program at Macquarie.	Student has notified their Study Abroad advisor of their intention to withdraw.	None – withdrawal information will be checked by Macquarie International.	Partial Refund. Maximum deduction \$2000.	<input type="checkbox"/>
Student has obtained permanent residency before commencing studies at Macquarie.	Student has applied for permanent residency.	Copy of passport showing proof of permanent residency.	Partial Refund. Maximum deduction \$2000.	<input type="checkbox"/>
Application for student visa has been refused.	Student has applied for a student visa.	Copy of visa refusal letter from DIMA.	Full Refund.	<input type="checkbox"/>
Student (or their close family member) is seriously ill and it will impact on their studies.	None.	All medical documentation relating to person(s) involved.	Partial or full refund depending on circumstances	<input type="checkbox"/>
Other reason not listed above.(eg. 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 Name(s)

Macquarie ID

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Date of Birth

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D	D		M	M		Y	Y	Y	Y

PAYMENT INFORMATION

Please select your preferred payment option. **Important note:** The refund payment will be made out to your name in your country of permanent residence. You may only select Australian payment options if the refund is less than \$1000 or if you are transferring to another institution. If transferring please provide your unconditional offer letter and payment details or account details for your new Institution.

Telegraphic Transfer (Overseas payment - All fields required)

Account Name:

Account Number:

Bank Name and Address:

SWIFT Code:

IBAN (for Europe / UK only):

Australian Intermediary Bank Details:
Bank Name and Address:

SWIFT Code:

Electronic Funds Transfer (Australian payment – only use this box if your refund is less than \$1000 or if you are transferring to another institution.)

Please circle one

Refund maybe under \$1,000 / Transferring to new Institution

Student / Institution Details (as per above selection):

Account Name:

Account Number:

BSB Number:

Bank:

Student Number (New Institution):

International Bank Draft (Overseas Payment)

Account Name:

Home Address:

Postcode:

Overseas Phone Number:

Local Cheque (Australian payment – only use this box if your refund is less than \$1000 or if you are transferring to another institution.)

Please circle one

Refund maybe under \$1,000 / Transferring to new Institution

Student / Institution Details (as per above selection):

Account Name:

Address:

Postcode:

Student Number (New Institution):

REQUEST CONFIRMATION

I have read the refund policy and understand its contents. I hereby request a refund of student fees paid.

Refund Request confirmation:

Signed: _____

Contact Phone Number: _____

Date: _____

Contact Email Address: _____

OFFICE USE ONLY

Refund request approved as per policy section:

Payment amount and method approved:

Additional comments:

Payment Authorisation:

Signed: _____

Date: _____

Name: _____

Contact Phone Extension: _____