Queensland University of Technology
Student Business Services
Victoria Park Road
Kelvin Grove Q 4059 Australia
Phone 07 3138 2000 Email sbs.fees@qut.edu.au
www.studentservices.qut.edu.au
CRICOS No. 00213J ABN 83 791 724 622

IR
1106

Application for International Student Fee Refund

Personal details

Course code (eg 'BS05')

Student number N

Family name

Given name

Title (Mr, Miss, Mrs etc)

Date of Birth (dd/mm/yyyy) / /

Current mailing address

Town/suburb

Post code

Email

Contact phone number

Using this form - read before proceeding

- **Read the Guidelines for students** overleaf and at the International Students refunds site.
- **Lodge this form** at any Student Centre counter, mail or email it to the details above.

Guidelines for students

QUT INTERNATIONAL STUDENT REFUND POLICY

- Refunds are only paid in Australian dollars.
- Payments are refunded:
  - onshore by Electronic Funds Transfer (EFT), cheque or transferred to another higher education provider
  - offshore by telegraphic transfer.
- If you have paid extra fees, you may keep the credit balance in your QUT account for future use.
- Requests for refunds of Overseas Student Health Cover (OSHC) must be made to your OSHC provider.
- Refund payments will generally be made within 28 days of submitting the completed IR form and all required supporting documentation. If QUT is unable to provide the course of study which you have accepted, or withdraws your offer of a place, a full refund of any tuition fees you have paid will be made within two weeks of that notification.

Full details of QUT's refund policy is available from www.studentservices.qut.edu.au/costs/calculate/schedule/table_j/int_refund/

1. Refund requested

Type of fees .....
(for example: tuition fees, late fees)

Teaching period / year .....

Amount of refund requested $.....

Reason for refund (eg changed attendance type, reduction in credit points, leave of absence, cancelled course)

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.....

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2. Refund method

☐ **Electronic Funds Transfer (EFT) or cheque**
Once your refund is approved you will receive an email to arrange EFT. You have 14 days to provide this. If you do not respond within 14 days, a cheque will be posted to your current mailing address.

☐ **Overseas bank account details.** Please print all details in BLOCK LETTERS with correct spacing of account number. Failure to do so can cause considerable delays.

BANK SORT CODE/ABA RT# or SWIFT reference (as applicable) (Your bank can provide this information)

IBAN (as applicable)

Name of bank ..... Address of bank, including country .....

.....

Account number Name of account holder .....

Address of account holder

Your refund will not be processed until your street address overseas has been provided.

Street Address.....

Suburb..... Town/City.....

State..... Country.....

☐ **Australian higher education provider bank account details** (if you are transferring to another university)
Please do not provide details of your personal bank account in Australia.

Institution name ..... Name of bank .....

Address of bank .....

.....

Account name .....

Branch No. Account number

Privacy

Details of QUT's practices regarding student information and privacy see www.studentservices.qut.edu.au/info/contacts/QUT_u/privacy.jsp

3. Declaration

By submitting this application I agree to comply with the statutes and rules of Queensland University of Technology that apply to me. I further agree that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student, and academic matters affecting my studies, including but not limited to, the QUT Student Code of Conduct www.mopp.qut.edu.au/E/E_02_01.jsp and the procedures for management of student discipline www.mopp.qut.edu.au/E/E_08_01.jsp.

I declare that to the best of my knowledge the information supplied by me is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing.

Student's signature ..... Date ...../...../.....

Student Business Services use only

Subject to availability of funds in student's account

Prepared by ..... Amount $ ..... Date .....

Reason for refund.....

.....

Manager decision ..... Amount $ ..... Date .....

Manager name ..... Manager signature .....

Comment (if required).....

Processed on SAMS by ..... Amount $ ..... Date .....

Invoice	Invoice date	Actual amount	Account code
		$	0 0 1
		$	0 0 1