

REFUND REQUEST FORM

**To be completed by all students requesting a refund.
All relevant fields MUST be filled out or this form will NOT be accepted.**

Part A – Personal Details

Student ID:

Family name:

Given names:

Contact number:

Date of Birth:

Email address:

Where are you / have you been studying?

SAIBT

CELUSA

Part B – Refund Reason – documentation is required, see back of form for details

- Withdrawal
- Difference in tuition fees
- Accommodation fees
- Failure to meet English language requirements
- Transfer to another registered provider

Met English language requirements

Visa refusal

Other: please specify _____

Please provide details:

Part C – Payment Details (Select one option only. If bank transfer, ALL details must be filled out)

Cheque, payable to: _____

You will be advised when your cheque is available to be picked up from the Student Services Centre.

Bank transfer – Australian Bank

Bank name:

Account name:

BSB no:

Account no:

Bank transfer – International Bank

Bank name:

Bank Address:

SWIFT Code:

Account name:

Account no:

Part D – Student Declaration

Your request will be assessed in accordance with the Refund Policy available for viewing at

<http://www.unisa.edu.au/celusa/formsandpolicies/> for CELUSA students or

<http://www.saibt.sa.edu.au/index.php/policies-and-forms.html> for SAIBT students.

The review process can take up to 4 weeks. If you have not heard back regarding your application after this time please contact the Student Services Centre.

I have read the refund policy as stated above.

I agree with the conditions of refund and declare that I am the person for whom this refund is to be paid.

Signed: _____

Date: _____

REFUND REQUEST FORM

This form must be completed and all supporting documentation provided or it will NOT be accepted.

Lodgement details:

In person: Student Services Centre Brookman Building City East Campus, UniSA North Tce, Adelaide	By post: GPO Box 2471 Adelaide SA 5001	By fax: +61 8 8302 1557	By email: saibt-ssc2@unisa.edu.au
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Supporting documentation required		OFFICE USE ONLY		
Reason for refund request:	Supporting documentation:	Staff Checks/Action:		Done
Withdrawal from Program	Completed <i>Withdrawal</i> form Airline tickets home (International Students Only)	SSC	Check supporting documentation Process Withdrawal Forward refund and withdrawal forms to Finance together	
Difference in tuition fees	Revised Offer Letter and CoEs for the new program	SSC	Check supporting documentation Forward refund form to Finance	
Accommodation fees	None required	SSC	Forward refund form to Accommodation	
		Accom	Confirm accommodation refund Forward refund form to Finance	
Failure to meet English language requirements	None required	Finance	Check failure in MAZE (no graduation code in course progression for the required level)	
Refused student visa	Letter from DIAC informing of the visa refusal	SSC	Check supporting documentation Forward refund form to Finance	
Transfer to another registered provider	Transfer form	SSC	Create release letter from CELUSA or SAIBT Forward refund form to Finance	
Met English language requirements	Copy of the IELTS results	SSC	Forward refund form to Finance	
		Finance	Check Graduation code in MAZE for the required level	
Other	Contact the Student Services Centre to discuss the reason and documentation required.	SSC	Forward refund form to Finance	

OFFICE USE ONLY – Finance

No of weeks		Comment:
at \$ _____ / week	\$ _____	
Less _____ %	- \$ _____	
TOTAL	= \$ _____	
OSHC	\$ _____	
Other		
TOTAL REFUND	= \$ _____	

OFFICE USE ONLY - Approval

Position	Name	Signed	Date	Comment
Accounts Officer				
Business Manager				
Director - Finance				