

Refund Application Form

This form is to be used:

- if you wish to withdraw from the course in which you are currently enrolled at Site Institute International
- if you wish to withdraw from a course you are scheduled to study in the future
- if you have overpaid your course fees
- if your student visa has been refused by Department of Immigration and Border Protection(DIBP)

Student to Complete. Please use BLOCK LETTERS

Student ID no.																		
Family name																		
Given names																		
Date of birth																		
Address																		
Suburb								Postcode										
Telephone	Home										Mobile							
Email																		
Course Name																		
Reason for Refund (Please tick):																		
<input type="checkbox"/> Visa Refusal <input type="checkbox"/> Withdrawal/Discontinuation of current enrolled course at Site Institute International <input type="checkbox"/> Withdrawal/Discontinuation of future scheduled course at Site Institute International <input type="checkbox"/> Overpayment of course fees <input type="checkbox"/> Change of Visa status (Copy of passport, marriage certificate and copy of permanent residency visa required)																		
<p>If withdrawing from your course, please provide a full explanation and attach it to this refund form, including any supporting documents (e.g. medical certificate, flight ticket, payment of airfare, DIBP- visa rejection etc).</p>																		
REFUND OF THE OVERSEAS STUDENT HEALTH COVER (OSHC)																		
<p>Where a student has not arrived and has never resided in Australia, Site Institute International will claim the Overseas Student Health Cover (OSHC) refund from the health insurer on behalf of the student. Site Institute International will forward the OSHC refund to the student upon receiving the refund from the health insurer. Where the student has arrived or resided in Australia, it will be the responsibility of the student to claim the OSHC from the health insurer.</p>																		

Refund Application Form

Tuition Fees

Subject code	Cancellation Fee	Refund Amount

Other fees withheld (enrolment fees etc.)

Total refund due: _____

REQUESTS FOR REFUNDS WILL BE ASSESSED IN ACCORDANCE WITH SITE INSTITUTE INTERNATIONAL’S REFUND POLICY FOR INTERNATIONAL STUDENTS. PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THE ATTACHED SITE INSTITUTE INTERNATIONAL’S REFUND POLICY FOR INTERNATIONAL STUDENTS.

I declare that the information provided by me is true and complete and that it is my responsibility to provide all necessary documentation to support my request for refund. I agree and have read and understood Site Institute International’s Refund Policy for International Students.

Signature		Date	/ /
-----------	--	------	-----

Refund Application Form

PLEASE COMPLETE THE DETAILS BELOW AND EMAIL TO: international@sii.edu.au

Please tick: Local Australian Bank Overseas Bank

Name of Bank: _____

Bank Address: _____

Country: _____ Postcode: _____

Account Name: _____

Account Number: _____

BSB Number: _____

SWIFT Code: _____ (applicable for overseas bank only)

NOTE: Where fees are paid by a party on behalf of the student, the Institute reserves the right to notify that party.

Office Use Only

Please note that all evidence of document/s must be sighted and stamped as "Originals Docs Sighted" with the correct date.

Received by (Staff Name):		Date: / /	
Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved	<input type="checkbox"/> No release letter required
If not approved, provide reason:			
Refund Amount			
<u>Manager Approval</u>			
Signature:		Date : / /	

Action required	Processing Officer Name	Date
PRISMS - CoE cancelled		/ /
Refund processed		/ /
System updated (Axcelerate)		/ /
Invoice cancelled (if applicable)		/ /
File closed		/ /