Domestic Student Refund Request Form A

UNIVERSITY OF SOUTHERN QUEENSLAND

Please ensure that your student account is in credit and that you are eligible for a refund when submitting a form.

Please complete ONE refund section below (e.g. EFT, Credit Card).
If fees were paid by credit card, refunds MUST be processed directly to that credit card.
For more information please refer to the USQ website for the Refund of Student Fees Policy and Procedure.

Please return this form to: debtors@usq.edu.au

Student Number		Date of Birth	Refund Amount
First Name		Last Name	
Email Address		Phone Number	
Signature		*Note: Signature not required if emailing from registered email account.*	Date

REASON FOR REFUND: *Please select one of the below options.*

Approved WWP   Course/s Dropped   Excess Funds

Other

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

Account Holder Name   Bank Name

BSB   Account Number

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 - USQ Financial Services staff will contact you to obtain full credit card details.

PRIVACY COLLECTION STATEMENT:

USQ 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 USQ 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 USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

FINANCE USE ONLY:

Request ID	**SR#**	SF Approved	SF Processed
		Financial Delegate Initial & Date	*Accounts Receivable Initial & Date*

Accounts Receivable to Process:

Refund Amount	**AUD**	QI / Receipt Number		Original Payment Date	
Refund Amount	**AUD**	QI / Receipt Number		Original Payment Date	

Accounts Payable to Process: Electronic Funds Transfer   Telegraphic Transfer

Refund Amount		Voucher Number		PS Processed
				Accounts Payable Initial & Date

A hard copy of this document is uncontrolled and may not be the current version. The latest controlled version can be found on the Financial Services Forms page.
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