International Student Refund Request Form B

Current students holding a Student Visa

Please ensure that your student account is in credit and that you are eligible for a refund when submitting this form. Continuing students with a credit balance are encouraged to offset this amount against their fees in the next semester.

Please return both pages of your form to: usq.support@usq.edu.au

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

REASON FOR REFUND: *Please provide detailed reasoning to support your request.*

Approved WWP   Dropped Course/s   Approved Reduced Study Load   Excess Funds

Other *(Please specify)*

Please complete ONE refund method below (e.g. TT, EFT, Credit Card)

* If fees were paid by credit card, refunds MUST be returned to the originating credit card.
*Fees paid by international bank transfer refunds will be returned to the student's home country as per USQ's Refund Policy.

For more information please refer to the USQ website for the *Refund of Student Fees Policy and Procedure.*

TT (INTERNATIONAL BANK TRANSFER): *Only use if funds were paid by international wire/international bank draft.*
Please supply applicable details for home country (Refer to Requirements by Country guide below)

Bank Name		Branch Name	
Bank Street Address	Street		
	City	State	Country
Account Holder Name		Account Number	
SWIFT / BIC Code		IFSC Code	MICR Code
SORT Code		IBAN Number	Routing / Transit Code
CNAPS Code		Malaysian National ID / Passport Number	Preferred Currency
Account Holder's Overseas Street Address	Street		
	City	State	Country

Requirements by Country:	India: IFSC, SWIFT & MICR	China: SWIFT & CNAPS	UK: SWIFT, IBAN & SORT	Other: SWIFT
	USA: SWIFT & Routing	Nepal: SWIFT	Malaysia: SWIFT & National ID	

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Continued

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.

STUDENT ADMINISTRATION USE ONLY:

Approved

Signature - Director, Student and Academic Support	Name (Print or Stamp)	Date

Refund request approved in accordance with the *Refund of Student Fees Policy and Procedure*

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	
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.