

USQ Sydney

in association with Canterbury Institute of Technology
Level 1, 29-35 Bellevue St., Surry Hills NSW 2010, Sydney Australia
Phone: +61 2 9280 3733
CRICOS Provider Code: NSW 02225M



USQ APPROVED COURSE PROVIDER

STUDENT REFUND REQUEST

Please complete this form in Black / Blue Ink using CAPITAL LETTERS

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: gina@usgsydney.nsw.edu.au

Student No.: _____ Date of Birth: _____

First Name: _____ Last Name: _____

Mobile No: _____ Program Name: _____

Email Address: _____

Current Address: _____

(Mandatory)

Refund Amount (AUD): _____

Application fees of \$200 are not refundable

Reason for Refund

Dropped Course/s

Excess funds/ Overpayment of fees

Reduced study load approved

WWP Approved

Student Visa not granted (evidence required)

Other: _____
Please specify

Payment Details

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](#).

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Bank transfer – International Bank	Bank transfer – Australian Bank
Bank name:	Bank name:
Bank Address:	Bank Address:
Branch:	Branch:
Account name:	Account name:
Account no:	Account no:
SWIFT Code:	BSB:

CREDIT CARD- Please select from the following options:

I paid my fees online through the USQ Sydney website.
 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 Sydney staff will contact you to obtain full credit card details.

PRIVACY COLLECTION STATEMENT:

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

STUDENT DECLARATION:

I declare that the information provided on this form is true and complete and that is my responsibility to provide all necessary documentation to support my request for refund.

I agree and have read through the USQ Sydney refund policy for international students. I understand there is a bank charge for refunds to international bank accounts. I understand my refund will be processed within 10 days from the date that USQ Sydney has received all required documentation. Application fees of \$200 are not refundable.

Student Signature: _____

Date: _____

For Office Use	
Refund Request	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Refund Amount - _____	Ref / Refund # - _____
Received on - _____	Processed on - _____
Approved by - _____	Processed by - _____