

Application for Refund (for commencing international students)



Please complete this form if you:

- Have not enrolled yet
- Are enrolled in the first semester of an ACU program
- Are enrolled and are seeking refund for a future ACU program

All other students, please complete the online RF Application for Refund of Fees Form at: <https://students.acu.edu.au/73857>

SECTION A – Personal Details

Student ID/ Reference no.		Title	
Given Name(s)			
Family Name		Date of Birth	dd / mm / yyyy
Daytime / Mobile Number			
Email Address			
Postal Address		Postcode	

Are you an International Student on a student visa? Yes No

Course(s) related to this refund request:

Course	Commencement Date (dd/mm/yyyy)	Campus

Have you also submitted an application for release? Yes No
(if yes, refund will not be processed until a student's release application has been finalised)

SECTION B – Reason/s for Refund

- Failed to meet academic entry requirement conditions into the course (please attach documentary evidence)
- Failed to meet English language requirement conditions into the course (please attach documentary evidence)
- Inability to obtain a student visa (please attach visa refusal letter from Department of Home Affairs)
- Offer of a place of study has been withdrawn by ACU
- ACU has granted release for you to transfer to another education provider. A refund will not be processed until the release process is finalised.
- Withdrawing due to compassionate or compelling circumstances (please specify the circumstances and attach documentary evidence):

- Other (please specify and attach documentary evidence):

SECTION C – Refund Payment Details

Refund payments will be refunded to the originating payment source, except where the payment has been approved to be transferred to another Australian education institution.

Original Payment Details Evidence of original payment method must be attached eg remittance with full payer account details.

Date of Payment/s		Receipt Number(s)	
Payment Amount/s		Evidence of original payment attached	<input type="checkbox"/> Yes

Transfer payment to another institution: Attach institution's contact details and payment instructions

Cheque: A cheque will be sent to your postal address on page 1 of this form.
Name on Cheque _____

Credit Card:
Credit Card Type Visa Mastercard American Express
Card Number _____ Expiry Date _____ / _____
Name of Cardholder _____

Local Bank Account: EFT
Name of Account Holder _____
Name of Bank _____
Branch (BSB) Number _____ Account Number _____

Overseas: Telegraphic Transfer or Flywire (by peerTransfer)
Beneficiary Name _____
Beneficiary Address (including country) _____
Bank Name _____
SWIFT/BIC Code (preferred) or Bank Address _____
Beneficiary Bank Country _____
Account Number or IBAN _____
ABA/Routing Number/Sort Code _____

SECTION D – Student Declaration

- I have read and understood ACU's refund policy (www.acu.edu.au/international/59754).
- I understand that it is my responsibility to ensure the refund payment details included on this form are accurate.
- I understand that refunds may take up to four weeks to process provided all relevant documents have been submitted.
- I understand that if I have not supplied the appropriate documentary evidence, or if the information supplied is false and misleading, it may affect the refund assessment outcome.
- I understand that by applying for a refund, I am withdrawing my acceptance from this course(s) and my CoE(s) will be cancelled when my refund is processed.

Student Signature		Date	dd / mm / yyyy
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**For electronic submission, you must type your full name in the above student signature box. Typing your full name is considered as your formal signature on the Student Declaration.*

Please submit the completed refund form to:

BY POST:	BY EMAIL:	IN PERSON:		
International Office Australian Catholic University PO Box 968 North Sydney NSW 2059	international.finance@acu.edu.au Subject: Refund application – first name, last name, student ID	NSW International Office 42 Edward Street North Sydney NSW 2059	QLD International Office FB207 1100 Nudgee Road Banyo QLD 4014	VIC International Office Level 5, Building 420, 115 Victoria Parade Fitzroy VIC 3065

Refund Enquiries: international.finance@acu.edu.au or telephone +61 (0)2 9739 2406