

Please complete this form if you:

- Have not enrolled yet
- Are enrolled in the first semester of an ACU program. You must withdraw from all units in the current and future semesters on Student Connect before your application for refund can be processed. For more information on withdrawing from a unit, please check AskACU Knowledge Article AskACU (service-now.com)
- 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.

A - APPLICANT DETAILS								
Student ID/ Applicant ID		Date of birth						
First name		Last name						
Mobile number		Email						
Residential address			Postcode					
Are you an international student on a student visa? Yes No								
Course name related to this refund request:								
COURSE		COMMENCEMENT DATE	CAMPUS					
Have you also submitted an application for release?	Voc	No						

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)

## **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 the Department of Home Affairs (DHA))

Offer of a place of study has been withdrawn by ACU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):



### **C-REFUND PAYMENT DETAILS**

Note: Refund payments will be refunded to the originating payment source. Evidence of original payment method must be attached eg remittance with full payer account details.

Date of payment(s)			Receipt number(s)		·(s)				
Payment amount(s)			Evidence of original payment attached		inal payment	Yes			
Credit card									
Credit card type Visa	Master Card	American Exp	ress						
Card number - please enter the first 6 and last 3 digits only			Expiry date		Name of cardholder				
Local bank account: EFT									
Name of account holder			Name of	f bank					
Branch (BSB) number			Account number						
Overseas: Telegraphic transf	er or Flywire								
Beneficiary name				ary addı )	ress (including				
Bank name			Swift/BIC code (preferred) or bank address						
Beneficiary bank country			Account number or IBAN						
ABA /routing number /sort code									

ABA/routing number/sort code

#### **D-STUDENT DECLARATION**

- I have read and understood the Commencing International Student Fee Refund Policy.
- 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.
- For students in their first semester: I understand that if I have not withdrawn from all units in the current and future semesters by the corresponding Census Dates, I will incur tuition fees debt for those units if full payment is not made. This may result in the University notifying the Department of Education and the Department of Home Affairs (DHA) and may have a serious impact on student visa status.

Applicant signature\*

Date

For electronic submission, you must type your full name in the student signature box. Typing your name is considered as your formal signature on the Student Declaration and can only be accepted when this form is submitted via your ACU student email account. If you do not have ACU student email account, you must use the email account provided in your application for admission.

# Please submit the completed application for refund and any supporting document :

#### **BY EMAIL:**

international.finance@acu.edu.au

Subject: Refund application - first name, last name, student ID

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