



INS0005

UTS College Student ID Number

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Application for refund of fees

Date of application (DD/MM/YYYY): _____

Student family name: _____		Student given name: _____	
Date of Birth (DD/MM/YYYY) _____	Mobile phone: _____	Sydney phone: _____	
Sydney address: _____		Postcode: _____	
Email address: _____			
Reasons for refund: _____			

Payment to be made by (please tick your preferred method of receiving the refund if approved)

If the above named student is not the person to receive the refund, an authorisation letter (in the next page) must be signed/dated by the above student (except when the above student was sponsored and fees were paid by an external sponsor).

Telegraphic Transfer (TT) (TT to overseas bank accounts) _____

Electronic Fund Transfer (EFT) (EFT to local bank accounts)

Account Name: _____

Account number: _____

Bank name: _____

Bank address: _____

_____ Bank Swift Code (or BSB): _____

Account holder's Phone number: _____

Email address (if available): _____

Account holder's Home address: _____

NOTE:

1. You will be notified of the outcome of your application by email / mail.
2. If you are applying for a refund because you are planning to withdraw from your course at UTS College, you must also complete an application to withdraw form and submit with this application.
3. If you are transferring to another institution, any refunds approved will be made payable to the new institution, unless you demonstrate that fees have already been paid.
4. Refunds take a minimum of three weeks to process.
5. If you are a FEE-HELP student, and this refund is approved, any refundable FEE-HELP fees received on behalf of the student will be returned to the Department of Education.
6. If you are a foreign government scholarship student, and this refund is approved, any refundable scholarship fees will be made according to written advice received from the Embassy or Cultural Mission of your country
7. If you are under 18 years of age, your parent or guardian must also sign the form and proof of guardianship is required to assess your request.

Print name: _____ **Signature:** _____ **Date:** _____

For students under 18 years of age:

Parent/Legal Guardian Signature: _____ **Date:** _____

*Homestay hosts are not permitted to sign as parents or guardians.

OFFICE USE ONLY

APPLICATION RECEIVED BY: Staff name: _____	Date (DD/MM/YYYY): _____
STUDENT UNDER 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> No	
APPLICATION ASSESSED BY: Staff name: _____	Date (DD/MM/YYYY): _____
<input type="checkbox"/> APPLICATION APPROVED <input type="checkbox"/> APPLICATION REJECTED	
STUDENT NOTIFIED BY: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> In person	Staff name: _____

Authorisation letter

Please complete this form in BLOCK letters

I, _____ (Student's full name as per passport),
hereby authorise the person/entity stated below (please tick one of the boxes):

to receive my refund, i.e. the refund is to be made payable to the person/entity.

Details of the authorised person:

Full Name (Must be same as account holder's name): _____

Phone number: _____

Email address (if applicable): _____

Relationship with the student: _____

Student Signature: _____ Date: _____

Parent/Legal Guardian Signature (if the student is under the age of 18): _____

Date: _____

Document Checklist

Please use the following list to prepare all documents required to support your refund request.

A completed Application for Refund of Fees form, with the signature consistent with that on the passport

A signed personal statement with reasons for the refund request

Supporting documents for the reasons stated

If refund is to be paid to an Australian bank account, proof of account ownership of the refund payee, e.g. a bank statement with the account holder's name and account details on the same page

If refund is to be paid to a third party, evidence that the third party is the original person who made the payment to UTS College

A copy each of current visa and passport (If giving up studying in Australia) S128 Notification of Decision issued by the Department of Home Affairs after voluntarily cancelling the student visa. To voluntarily cancel a visa, please follow the steps below:

- Logon to ImmiAccount
- Select the application you want to cancel and click on 'View Details'. This will open the application details page.
- Click on the 'Update Us' link at the left of the screen and select 'Request to cancel a temporary resident visa'.
- Complete the short cancellation request form and press 'Submit' once complete.

Refunds can only be paid to:

- the student; or
- the person who paid the fees originally
(payment evidence of this is required if to be paid to the original payer)

UTS College Limited ABN 39 001 425 065 | CRICOS Provider Code: 00859D / TEQSA Provider Identification No: PRV12022, Provider Category: Institute of Higher Education | University of Technology Sydney CRICOS Provider Code: 00099F / TEQSA Provider Identification No: PRV12060, Provider Category: Australian University | UTS College Limited is a controlled entity of the University of Technology Sydney (UTS), and as an institute of higher education, UTS College Limited provides pathway courses to UTS.

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