REQUEST FOR FEE REFUND INTERNATIONAL STUDENTS

VICTORIA UNIVERSITY

This form is for international students who are eligible to apply for a refund according to the **VU Fee Adjustment Procedure – Part D – Fee Refunds** and the **Tuition Fee Refund Eligibility criteria.**

Important Information

- VU Sydney & Brisbane student refund requests are processed according to the VU Fee Adjustment Procedure – Part D – Fee Refunds
- Refund applications will be processed within four (4) weeks from the date the fully completed form and supporting documentation is received. Incomplete forms or insufficient supporting documentation may cause processing delays in the refund process
- Your refund will not be processed until your course withdrawal is finalised*.
- A student who is granted Leave of Absence or reduced study load will not be eligible to apply for a refund and will have any tuition fees paid held as a credit on their account and treated as a payment against future study periods.
- Refund applications must be lodged within 12 months of paying the fee or charge
- **Handwritten applications will NOT be accepted.**

*Students who wish to apply for a refund after the commencement of their course must first have their enrolment formally discontinued. A student seeking a refund due to a course discontinuation but has not yet completed 6 months of study in the principal course (e.g., to transfer to another provider), must first apply for an International Student Release and obtain an approval outcome from the Student Administration team.

Students seeking a refund due to course discontinuation after completing 6 months of study of the principal course, they must first obtain a Course Discontinuation Approval Outcome from Student Administration.

To initiate this process, please submit the appropriate form(s) to the Student Administration Services at studentadministration@vusydney.edu.au.

SECTION 1 - STUDENT DETAILS

Student VU ID Number			
Student first name		Student last name	
Email address		Contact number	

SECTION 2 - PAYMENT INFORMATION (SELECT ONE OPTION ONLY)

☐ **Refund to an Overseas Bank Account (Telegraphic Transfer)**

Account holder name	
Account holder residential address	
Bank name	
Bank address (Not a PO Box)	
Account number	
SWIFT code	
IBAN (FOR EUROPE / UK / PAKISTAN ONLY)	
IFSC code (FOR INDIA ONLY)	
CNIC/SNIC code (FOR PAKISTAN ONLY)	
CNAPS code (FOR CHINA)	
9-digit Routing/Transit code (FOR USA / CANADA ONLY)	

☐ **Refund to Australian Bank Account**

Account name	
BSB	
Account number	
Bank name	

SECTION 3 – FOR THIRD PARTY PAYMENTS ONLY

I authorise the refund payment to be made to

Student signature Date DD/MM/YYYY

SECTION 4 – DECLARATION

I certify that the information provided above is true and correct.

Student signature Date DD/MM/YYYY

Once you have completed this form, save and upload it with all other required documentation using the online VU Sydney & Brisbane Refund Platform.

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US

If you have any questions, you can email us at studentadministration@vusydney.edu.au, call us on +61 (07) 3210 7402 (VU Brisbane) or +61 (02) 8265 3222 (VU Sydney) or visit us at our campus locations.

You can find our campuses at the following locations:

- **VU Brisbane: Level 1/269 Wickham St, Fortitude Valley QLD 4006**
- **VU Sydney: Level 1/160 Sussex St, Sydney NSW 2000**

Victoria University, CRICOS No. 00124K (Melbourne), 02475D (Sydney and Brisbane), RTO 3113, TEQSA No. PRV12152, Provider Category: Australian University