



Refund Request Form

Please use BLOCK LETTERS to fill out the form. Remember to print clearly.

This form will only be accepted after Student's ID has been verified.

Student Details

Student ID number

Daytime contact phone number

Title

Family name

Given name(s)

I have never studied at SIBT I am currently studying / have studied, program is / was _____

Reason for Request (please provide supporting documentation)

Completed a SIBT program and graduated
 Decided not to come to Australia
 Failure to meet English language requirements
 Withdrawal from program

OSHC Refund
 Visa Refusal
 Transfer to WSU
 Overpaid tuition fees

Did not meet WSU SCC entry requirement
 Other, please specify:

Payment Details

Transfer funds to: (choose 1 option only)

Australian Bank International Bank Western Sydney University

Bank name: _____

Bank name: _____

WSU Student ID : _____

Account name: _____

Account name: _____

Account # : _____

Account # : _____

BSB # : _____

BSB # : _____

SWIFT / IBAN Code: _____

Please note: We can only refund funds back to the account it was received from.

IBAN - European bank account, SWIFT - all other bank account

Student Declaration

- The information I have provided in this application is true and correct. I acknowledge that any incorrect information can result in a delay of this application being processed.
- Any fees incurred by SIBT due to incorrect information being provided will be deducted from the refund amount.
- I have read and agree to the conditions above as well as the those stated in the refund policy.
- This application can take up to 4 weeks to be processed, submitting this application does not automatically grant the refund.
- If incomplete application is submitted, the application will not be processed until documentations in full have been received.

Student's Signature

Date (dd / mm / yyyy)

Parents / Guardian's Signature if student under 18

Date (dd / mm / yyyy)

Office Use Only

Approved
 Not Approved

Reason for decision: _____

Authorising Signature

Notes Added

Date (dd / mm / yyyy)

Fees Refunded. Refund amount: \$ _____, deduction(s): \$ _____ Student Notified Notes Added

Processed by

Date (dd / mm / yyyy)