

International Unit Use Only
Received By:
Date:



Government of
South Australia

Must be completed by the student

Please return this form to TAFE South Australia, International Unit (tafesa.international@tafesa.edu.au).

REQUEST FOR REFUND OF INTERNATIONAL STUDENT TUITION FEES

Section A: Student Personal Details

Full name:			
TAFE SA Student ID No.		DOB:	
Address:			
	Suburb:	State:	Postcode:
Email address:			
Telephone:	Home:	Mobile:	
Country of Birth:		Nationality:	
Course Name:			
Course Start Date:			
Is this course packaged with any other TAFE SA course:	☐ Yes	☐ No	
Is this course packaged with any University course:	☐ Yes	☐ No	
If yes, Course Name:			
Did your fee include Overseas Student Health Cover:	☐ Yes	☐ No	

REASON FOR REQUEST

- ☐ Visa Refusal (provide supporting documents)
 ☐ Withdrawal
 ☐ Overpayment of course fee
 ☐ Others.....

Section B: Payee Bank Details ----- *Note* If this refund is not being paid into the original account these funds were received from a permission letter and copy of passport from the original account holder is required before the refund will be processed

Account (Payee) Name:			
Payee Address:			
Payee Email:			
Phone Number:			

Details of bank receiving refunded monies: **A** if bank is an Australian bank and **B** if bank is an overseas bank

A: Onshore Australian Bank Details

Bank Name:			
Bank Address:			
BSB No:		Account No:	

B: Overseas Bank Details (Provide the intermediary bank info if needed to receive preferred currency in email)

Bank Name:			
Bank Address:			
SWIFT CODE:		Account No:	
Indian Financial System Code (IFSC - 11 characters) FOR INDIAN BANK ONLY			
Preferred Currency			

I confirm that all the information stated above is true and correct and where I have nominated a third party to receive the funds I have done so freely without influence.

Student signature: _____ Date: _____

Section C: International Unit Use Only			
Reason for refund application (provide comprehensive details)			
Administration Fee Applied:	☐ Yes \$	☐ Not applicable	
Agent Name:			
Commission Paid:	☐ Yes \$	Date Processed:	☐ No
Finance Officer Signature:		Date:	

FINANCIAL IMPLICATIONS (provide details of budget implications)

To be refunded

Item	SIS Detail Code	Amount A\$
Tuition		
OSHC	NH11	
OSHC Comm	NH01	
Less Administration Fee(if applicable)	NAZZ	
Subtotal		

CHECKLIST COMPLIANT TO REFUND POLICY (please tick appropriate boxes)

- | | |
|--|---|
| ☐ Visa Unsuccessful | ☐ Student withdraws less than 28 calendar days
Prior to Agreed Starting Day of the course |
| ☐ TAFE unable to provide course | ☐ Student withdraws after the Agreed Starting day
of the course |
| ☐ Student withdraws more than 70 calendar days prior to
Agreed Starting Day of the course | ☐ Student overpaid |
| ☐ Student withdraws more than 28 calendar days but less than
70 calendar days prior to Agreed Starting Day of the course | ☐ Student failed to meet CAR / Cannot provide
Release letter from current provider |
| ☐ Others | ☐ Compassionate or compelling circumstances |

SUPPORTING DOCUMENTATION (list relevant supporting documentation accompanying Refund Application)

- | | |
|--|---|
| ☐ Application form for refund | ☐ Signed refund policy |
| ☐ Supporting letter from student | ☐ Medical certificate if appropriate |
| ☐ Supporting letter from program area | ☐ Other - please specify: - HA Letter ☐ |
| ☐ Proof of payment | Counselling notes ☐ |
| ☐ Permission Letter (when refund not being paid
into the original account funds received from) | Offer from others ☐ |

RECOMMENDATION: to process this refund as per the International Student Refund Policy Table.

SUPPORT / NOT SUPPORT	SUPPORT / NOT SUPPORT	APPROVE /NOT APPROVE
Manager, International Operations International Unit / /	Program Educational Manager, TAFE SA / /	Director, International TAFE SA / /

REFUND PROCESSING TIMELINE (in compliance with ESOS/TPS requirements):

Refund request received: / / (DD/MM/YYYY)

Refund to transfer into student account before: / / (DD/MM/YYYY)

International Unit Processing Checklist:

- ☐ Program Area Notified ☐ Form in StudyLink ☐ Student Notified with Refund Calculation Statement