

# REFUND REQUEST FORM

This refund request form is for use by an intending or continuing student to request a refund from Sydney Institute of Higher Education (SIHE). Refunds are processed in accordance with the *Program Modification and Tuition Fee Refund Policy* available online at [sydneyinstitute.edu.au/policies](https://sydneyinstitute.edu.au/policies).

Please email the completed Refund Request form and supporting documentation to [refunds@sydneyinstitute.edu.au](mailto:refunds@sydneyinstitute.edu.au)

## PERSONAL DETAILS

Student Full Name:	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
Email :	<input type="text" value="Student email"/>	Date of Birth :	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YEAR"/>
SIHE Offer No. or Student ID No. :	<input type="text"/>		
Telephone No. :	<input type="text"/>		

## REASON FOR REFUND

Please note that all refunds will attract an administration fee of \$500 or 5% of the tuition fee paid, whichever is less. \$250 enrolment fees and other administrative fees are not refundable.

<input type="checkbox"/> Visa refusal	Date of visa refusal	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YEAR"/>	Visa refusal letter attached	<input type="checkbox"/>
<input type="checkbox"/> Other reason	Explanation of reason	<input type="text"/>	Supporting documents attached	<input type="checkbox"/>

## OVERSEAS STUDENT HEALTH COVER (OSHC)

Where you have requested SIHE to arrange OSHC, the refund of the OSHC will be processed separately within 15-20 business days once the insurance policy has been cancelled.

Request Refund of OSHC policy?	<input type="checkbox"/> Yes	OSHC membership number	<input type="text"/>
	<input type="checkbox"/> No		

## SELECT YOUR REFUND METHOD

Please select your preferred refund method.

<input type="checkbox"/> Australian Bank Account	<input type="checkbox"/> International Bank Account	<input type="checkbox"/> Flywire global payment *
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\*Where the tuition fees have been paid to SIHE via the Flywire global payments platform, the refund must be returned via Flywire and no other bank details are required.

## AUSTRALIAN BANK ACCOUNT DETAILS

In accordance with s.47D(3) of the ESOS Act, the refund must be paid to the student's bank account.

BSB Number :  Account number :

Account Holder Name :

## INTERNATIONAL BANK ACCOUNT DETAILS

In accordance with s.47D(3) of the ESOS Act, the refund must be paid to the student's bank account.

SWIFT Code :  Account number :

IBAN (if applicable) :

Account Holder Name :

Street address :

Postcode :  Country :

## STUDENT'S DECLARATION

I have read the *Program Modification and Tuition Fee Refund Policy* available online at [sydneyinstitute.edu.au/policies](http://sydneyinstitute.edu.au/policies) and agree with the terms and conditions.

I understand and agree that:

- an administration fee being the lesser of \$500 or 5% of the tuition fee paid will be deducted from the refund amount
- where the refund is paid to an international bank account, the transfer may take 2-3 weeks
- any outstanding administration fees will be deducted from the refund amount
- refunds can only be paid to the student's bank account
- if my tuition fees have been paid to SIHE via the Flywire global payments platform, the refund will be returned to me via Flywire and I may be required to provide additional information to Flywire once SIHE has approved the refund
- where SIHE have arranged OSHC cover on my behalf, I authorise SIHE to cancel my policy and refund the unused portion of the OSHC policy separately within 15-20 business days
- any bank charges associated with the refund will be deducted from the refund amount
- the information provided in this form, including the bank details, are correct
- I agree to indemnify SIHE for the full amount of the refund in the event that the details provided herein are incorrect and agree to indemnify SIHE for any and all costs associated with the recovery of the refund amount by SIHE

Name of student

Signature of student  Date