



REFUND PAYMENT DETAILS

STUDENT INFORMATION

Family Name:	
Given Name(s):	
Student Number:	
Telephone number:	
Email:	
Reason for refund:	

If you are an international student withdrawing from your course of study you must provide supporting documents outlined below along with this form completed, otherwise the refund will not be processed.

<u>Supporting Documents</u>	<u>Attached:</u>
Home country entry custom stamps in your passport:	
You student visa cancellation notice:	
DIBP Decision Record if your visa has been refused:	

If you are living in Australia and would like the refund to be sent to an Australian address, or deposited directly into an Australian bank account, please specify below:

<u>Cheque</u>	<u>Direct Deposit</u>
Name of Payee :	Account Holder:
Address:	Branch Number (BSB):
	Account Number:
Telephone No:	Bank Name:

If you are living outside of Australia and would like the refund to be deposited directly into an overseas bank account, please specify below:

<u>Overseas Telegraphic Transfer:-</u>
Account Holder:
Account Number:
Bank Name:
Bank Address:
Branch Name or Number:
IBAN:
Swift or Clearing Code:
Recipient Address:

Note:

- All amounts will be paid in Australian dollars.
- **Refunds will be processed within a 28 days period, provided all details are received.**
- **A \$25 TT charge applies on all international refunds.**
- Please refer to Student Handbook for the Cancellation of Enrolment Policy.
- If you have requested a Telegraphic Transfer to be sent overseas, please ensure you have provided your bank's full details. No responsibility will be taken on ICMS's behalf if the telegraphic transfer does not reach your account due to incorrect bank details being provided.

Declaration: *-I have read the International College of Management Sydney, Student Fees Policy and understand its contents. The details provided above are correct to the best of my knowledge. I hereby request a refund of student fees paid.*

Signature: _____ **Date:** _____