

International Student Services Application for Refund

This form is to be used:

- if you wish to withdraw from the course in which you are currently enrolled at Box Hill Institute
- if you wish to withdraw from a course you are scheduled to study in the future
- if you have overpaid your course fees
- if your student visa has been refused by Department of Immigration and Citizenship (DIAC)

Student to complete:

Student ID no.																																							
Family name																																							
Given names																																							
Date of birth																																							
Address																																							
Suburb														Postcode																									
Telephone	Home																				Mobile																		
Email																																							
Course Name																																							

Reason for Refund (Please tick):

- Visa Refusal.
- Withdrawal/Discontinuation of current enrolled course at Box Hill Institute.
- Withdrawal/Discontinuation of future scheduled course at Box Hill Institute.
- Overpayment of course fees.
- Change of Visa status. Copy of passport, marriage certificate and copy of permanent residency visa required.

If withdrawal/discontinuation, please provide a full explanation and attach it to this refund form, including any supporting documents (e.g. medical certificate, flight ticket, payment of airfare, DIAC - visa rejection etc).

REFUND OF THE OVERSEAS STUDENT HEALTH COVER (OSHC)

Where a student has not arrived and has never resided in Australia, Box Hill Institute will claim the Overseas Student Health Cover (OSHC) refund from the health insurer on behalf of the student. Box Hill Institute will forward the OSHC refund to the student upon receiving the refund from the health insurer.

Where the student has arrived or resided in Australia, it will be the responsibility of the student to claim the OSHC from the health insurer.

REQUESTS FOR REFUNDS WILL BE ASSESSED IN ACCORDANCE WITH BOX HILL INSTITUTE'S REFUND POLICY FOR INTERNATIONAL STUDENTS. PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THE ATTACHED BOX HILL INSTITUTE'S REFUND POLICY FOR INTERNATIONAL STUDENTS BEFORE SIGNING

I declare that the information provided by me is true and complete and that it is my responsibility to provide all necessary documentation to support my request for refund. I agree and have read and understood Box Hill Institute's Refund Policy for International Students.

Signature		Date	/	/
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Please return this form with supporting documents to:

International Student Services, Box Hill Institute, 465 Elgar Road, Box Hill, Victoria 3128, Australia.

Please tick: Local Australian Bank Overseas Bank

Name of Bank: _____

Bank Address: _____

Country: _____ Postcode: _____

Account Name: _____

Account Number: _____

BSB Number: _____

SWIFT Code: _____

(applicable for overseas bank only)

NOTE: Where fees are paid by a party on behalf of the student, the Institute reserves the right to notify that party.

Office Use Only		
Please note that all evidence of document/s must be sighted and stamped as "Originals Docs Sighted" and the correct date. Please state your name on the evidence of document/s.		
Received by International Student Administrative Officer Name		Date / /
Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved <input type="checkbox"/> No release letter required
Reason/s not approved (if applicable)		Refund Policy Category
Calculation of Refund Amount		
Centre Manager International Student Services Signature		Date
Action required	Administrative Officer Signature	Date
<input type="checkbox"/> PRISMS - eCoE cancelled		/ /
<input type="checkbox"/> Teaching Centre Advised		/ /
<input type="checkbox"/> Refund processed (if applicable) MEC to Finance		/ /
<input type="checkbox"/> ISO Database updated		/ /
<input type="checkbox"/> Invoice cancelled (if applicable)		/ /
<input type="checkbox"/> File closed		/ /