APPLICATION FOR REFUND - DOMESTIC STUDENTS

IMPORTANT INFORMATION

Domestic Students
Domestic students are Australian citizens, permanent residents of Australia, New Zealand citizens or Permanent Humanitarian visa holders. Your Application for Refund form needs to be completed accurately and all information submitted. To be eligible for a refund, you must have paid fees upfront and have a credit on your student account. The minimum refund available is $10. Payment of refunds will be made within two weeks of submitting a completed application form. A confirmation email will be sent to your student email account when refund is paid.

International students – Do not complete this form
International students must contact USC International for advice on eligibility for refunds and complete an Application for Refund – International Students form.

1. PERSONAL AND CONTACT DETAILS

<table>
<thead>
<tr>
<th>USC student ID number</th>
<th>Family name:</th>
<th>Given name:</th>
</tr>
</thead>
</table>

Telephone number: USCG email address: @student.usc.edu.au

Mailing address:

<table>
<thead>
<tr>
<th>Number and street / PO Box:</th>
<th>City / Suburb:</th>
<th>State:</th>
<th>Postcode:</th>
</tr>
</thead>
</table>

2. REASON FOR REFUND

- Taking a break from study
- Indefinite withdrawal from University
- Withdrawal from one or more courses
- Other

Please indicate the semester/trimester/session and year this refund relates to:

- Semester
- Trimester
- Session
- Year: 20

3. REFUND DETAILS

- Student contribution
- Tuition fees
- SSF
- Other

Total refund: $ __________

Provide bank account details for refund payment:

<table>
<thead>
<tr>
<th>Account Name:</th>
<th>USC receipt number: (Not required if paid by POST billpay)</th>
<th>Payment Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB Number:</td>
<td>Bank Account Number:</td>
<td>Amount paid:</td>
</tr>
</tbody>
</table>

Note: Refund will only be made to the student or original payer (eg. Family member or agent)
APPLICATION FOR REFUND – Domestic students

STUDENT DECLARATION

I declare that to the best of my knowledge the information supplied on this application is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I agree to be bound by the statutes, policies, guidelines and rules of the university amended from time to time and agree to pay all fees and charges directly arising from my enrolment.

Student’s signature: _____________________________________________ Date: ________________________

PRIVACY STATEMENT

The information on this form is being collected for the express purpose of processing your refund and will not be disclosed to third parties. The University of the Sunshine Coast Privacy Policy is located at: www.usc.edu.au/privacypolicy

LODUREMENT

In person: Student Central, Ground floor, Building C, Sippy Downs Campus

Mail: Student Administration – ML23 University of the Sunshine Coast Maroochydore DC QLD 4558 AUSTRALIA

Email: Scan signed application, attach to an email and send to: studentcentral@usc.edu.au

ENQUIRIES

Email: studentcentral@usc.edu.au

Tel: +61 7 5430 2890

Office hours: Monday – Thursday: 8.30 am – 5.00 pm

Friday: 8.30 am – 4.30 pm

Extended hours may be available.

Refer to www.usc.edu.au/studentcentral

More information: Visit usc.edu.au/askusc

NOTE: Any incomplete or unsigned forms will not be processed

STUDENT ADMINISTRATION USE ONLY

Eligibility for refund confirmed

Original amount paid: $ _____________________________ Refund due: $ _____________________________

Name: ___________________ Position: ___________________ Initials: _______________ Date: _______________

Authorised by: Manager, Student Finance, Student Administration

Name: ____________________________ Signature: ____________________________ Date: _______________

Processed in PeopleSoft

Name: ____________________________ Initials: _________ Date: _______________

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