

OFFICE OF FINANCIAL SERVICES

University Drive
 Bond University Queensland 4229
 Phone: 07 5595 1604
 Fax: 07 5595 4084
 Email: finance@bond.edu.au



Student Refund Request Form

Submit completed form to the **Cashiers Office** or email to finance@bond.edu.au. Refer to Refund Policy at www.bond.edu.au/refund.

Please ensure that your student account is in credit and that you are eligible for a refund when submitting form.

Please complete **ONE** refund section below (e.g. credit card, EFT, TT). If fees were paid by credit card refunds **MUST** be processed directly to a credit card.

Date: SID:

Last name: First name:

Email address: Phone number:

Student signature: (signature not required if emailing form)

REASON FOR REFUND

Visa application rejection* Serious illness or personal misadventure* Did not meet Bond University Entry Requirements*

*Please provide supporting documents and explanation if withdrawing for any of the above reasons.

Refund explanation:

Other refund requests:

Overpayment Subject withdrawal Other (provide details below)

Further details:

CREDIT CARD

Use if fees were paid by direct transfer, cash, cheque or credit card (please allow five working days for the credit to appear in your account).

Visa MasterCard Amex

Card number:

Expiry date: Cardholder's name:

OFFICE USE ONLY

Cashier: Amount: \$

Payment method of fees:

Credit manager: Date:

Cost centre: GST rate code:

Accounts payable posted by: Date:

EFT - AUSTRALIAN BANK ACCOUNT:

Only use if fees were paid by cash, cheque or direct transfer EFT refunds are processed three times per month. Completed forms must be submitted to the Cashier's Office no later than 12pm Friday to receive the funds in the next EFT run.

Account holder name:

Bank name:

Branch name:

BSB number: Account number:

TT - OVERSEAS BANK ACCOUNT

Only use if fees were paid by direct transfer, cash or cheque (TT's are processed approx every 14 working days).

Bank name

Account name

Bank address (Street number and name. No PO box)

Account number Currency (preferred currency for payment)

Contact person Phone Number (China Mandatory)

Address of account holder:

SWIFT code IBAN IFSC code

(All countries)

(Europe / Jordan / Qatar / Brazil)

(India)

Transit code Routing / Sort code Beneficiary ID Korean Won

(Canada, full 9 digits)

(USA and China)

(Business registration no. or Alian registration no.)

PRIVACY COLLECTION STATEMENT

Bond University (BU) collects, uses and discloses the personal information required by this form for the purpose of processing your request; providing you with information about other services that BU offers that may be of interest to you; facilitating BU's internal business operations, including the fulfilment of any legal requirements; a purchaser of the assets and operations of BU's business, providing those assets and operations are purchased as a going concern; its related entities; and the relevant banking institution.

If the personal information you provide to BU is incomplete and / or inaccurate, BU may be unable to process your request. You may access the personal information BU holds about you in accordance with BU's privacy policy found at www.bond.edu.au.

Cashier Office Use Only

New International / Domestic

Has student arrived in country? Yes No

If yes, refund for OSHC to be requested by student via Allianz Global Assistance.

If no, OSHC to be reversed - email student administration date:

Does cancellation penalty apply? Yes No - \$ charge Liab 49

Is withdrawal post week 2? Yes No **If yes**, what additional penalties apply? \$

Email admissions (admissions@bond.edu.au) Yes No Date:

Email Student Administration with refund details for international only: Yes No Date:

Continuing student withdrawing from University

Is withdrawal post week 2? Yes No **If yes**, what additional penalties apply? \$

Email Student Administration advising them of withdrawal: Yes No Date:

Additional notes:

Approved credit manager: Date: