

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 bond.edu.au/refund.

Please ensure that your student account is in credit and that you are eligible for a refund when submitting form. To avoid delays in turnaround, please complete ONE refund section below.

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 (5 DAY TURNAROUND)

Use if fees were paid by direct transfer, cash, cheque or credit card. If fees were paid by credit card refunds MUST be processed directly to the original credit card.

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 (7 - 14 DAY TURNAROUND):

Only use if fees were paid by cash, cheque or direct transfer EFT refunds are processed three times per month. If account below is linked to a Visa or Mastercard please complete the Credit Card section on page 1, as an alternative to bank account.

Account holder name:

Bank name:

Branch name:

BSB number: Account number:

TELEGRAPHIC TRANSFER - OVERSEAS BANK ACCOUNT (14 DAY TURNAROUND):

If fees were paid by telegraphic transfer, refunds must be transferred directly to the original overseas bank account.

Account name:

Address of account holder:
(street number, street name) No PO Boxes

Contact person: Phone number
(Mandatory China and India)

Bank name: Bank phone number
(Mandatory India)

Bank address:
(street number, street name) - No PO Boxes

Account number: Currency: SWIFT Code
(preferred currency for payment) (all countries)

IFSC Code IBAN (Europe / Jordan / Qatar /
(India) Brazil / Pakistan)

Transit Code Routing Code
(Canada full 9 digits) (USA)

Beneficiary ID Korean Won CNAPS Code
(business registration number or Alian registration number) (China) (China National Advanced Payment System)

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 or BUPA.

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 International Support (intlsupport@bond.edu.au) with refund details for international only: Yes No Date:

Additional notes:

Approved credit manager: Date: