



INS0005

**UTS College Student ID Number**

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## Application for refund of fees

Date of application (DD/MM/YY):			
Student family name:		Student given name:	
Date of birth: (DD/MM/YY)	Mobile phone:	Sydney phone:	
Sydney address:			Postcode:
Email address:			
Reasons for refund:			

**Payment to be made by (please tick your preferred method of receiving the refund if approved)**

**If the above named student is not the person to receive the refund, an authorisation letter (in the next page) must be signed/dated by the above student (except when the above student was sponsored and fees were paid by an external sponsor).**

☐ **Local Cheque - Payable to**
☐ **Telegraphic Transfer (TT)** (TT to overseas bank accounts only)

Account name: \_\_\_\_\_

Account number: \_\_\_\_\_

Bank name: \_\_\_\_\_

Bank address: \_\_\_\_\_

Bank Swift Code: \_\_\_\_\_

Account holder's phone number: \_\_\_\_\_

Email address (if available): \_\_\_\_\_

Account holder's home address: \_\_\_\_\_

### NOTE:

1. This is an application for refund only.
2. Refunds are generally paid to the student but can be made payable to others if they paid the fees originally. Evidence of this is required. (Refer to offer letter for details.)
3. You will be notified of the outcome of your application by email / mail.
4. If you are applying for a refund because you are planning to withdraw from your course at UTS College, you must also complete an application to withdraw form and submit with this application.
5. If you are transferring to another institution, any refunds approved will be made payable to the new institution, unless you demonstrate that fees have already been paid.
6. Refunds take a minimum of three weeks to process.
7. If you are a FEE-HELP student, and this refund is approved, any refundable FEE-HELP fees received on behalf of the student will be returned to the Department of Education.
8. If you are a foreign government scholarship student, and this refund is approved, any refundable scholarship fees will be made according to written advice received from the Embassy or Cultural Mission of your country
9. If you are under 18 years of age, your parent or guardian must also sign the form and proof of guardianship is required to assess your request.

**Print name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For students under 18 years of age:

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Homestay hosts are not permitted to sign as parents or guardians.

### OFFICE USE ONLY

APPLICATION RECEIVED BY: Staff name \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

STUDENT UNDER 18 YEARS OLD? ☐ Yes ☐ No

APPLICATION ASSESSED BY: Staff name \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_\_

☐ APPLICATION APPROVED ☐ APPLICATION REJECTED

STUDENT NOTIFIED BY ☐ Email ☐ Mail ☐ Phone ☐ In person Staff Name \_\_\_\_\_

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## Authorisation letter

\*Please complete this form in BLOCK letters\*

I, \_\_\_\_\_ (print your full name as per passport),

hereby authorise the person stated below (please tick one of the boxes):

to collect my refund cheque.

to receive my refund, i.e. the refund is to be made payable to the person  
by cheque or TT.

Details of the authorised person:

Full Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address (if applicable): \_\_\_\_\_

Relationship with the student: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature (if the student is under the age of 18): \_\_\_\_\_

Date: \_\_\_\_\_

**Please note that if the refund is to be made by cheque, the authorised person is required to bring a photo ID and a copy of this authorisation letter, for verification purposes, to collect the cheque at the UTS College Student Centre.**

Insearch Limited - ABN 39 001 425 065

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Version January 2021 586743967\_0121