

Sydney International Institute Pty Ltd T/A Sydney International Business College

ABN No: 40 602 418 815 RTO No: 41182 CRICOS No.: 03504G Sydney: Level 7 & Level 5, 307 Pitt Street, Sydney NSW 2000 Melbourne: Level 2, 520 Collins Street, Melbourne VIC 3000 Phone: 02 9264 4438 (Sydney) 03 9629 4770 (Melbourne) Email: info@sibc.nsw.edu.au Website: www.sibc.edu.au

Student Refund Form

Please Note:

- Applications for refunds may take up to 28 working days to be processed. There is a \$500 Administration Charge to be paid by the student. Refer to the Cancellation and Refund Policy on the College website.
- 2. Refunds will be made payable to the student and sent to the student. Please always send this refund request to info@sibc.nsw.edu.au.
- 3. Please always submit this request form by attaching the original payment receipt of your tuition fee.

Student Name:			
Student Number:			
Course Name:		Course Code	:
Address:			
Contact Phone Number:			
Receipt Number:		(Please atta	ach a copy of receipt)
Bank Details for Refund			
Account Name:		Account Number	
Bank Name:			
Branch Address:			
International Transfer Only			
•	Branch Number	CNAPS*	
SWIFT/BIC Code: Branch Number: CNAPS*			
Accounting Holder's ID number* **			
Meason for Meruna Application			
If withdrawing from a course then a copy of the Application for Withdrawal Form (Form 20) is required to be attached.			
It withdrawing from a course them a copy of the Application for Withdrawian form (Form 20) is required to be attached.			
Student Signature:		Date:	
OFFICE LISE ONLY			
OFFICE USE ONLY Amount of Refund:	N TO	20	
Refund Calculation Sheet:	10		
to Finance Manager with converge attackers.	Yes Date:		
with copy for student Processed by:	Yes Date:	No □	Date:
Frocesseu by.	rosition.	Signature.	Date.
Approved by Registrar:	Signature:		Date:
Finance Manager:	Signature:		Date:

^{*}This information is required when the payment is to a bank account in China (Excluding SARs and Taiwan).

^{**} For Chinese account holders only. This refer to the national citizen ID card number (身份证)in China (Excluding SARs and Taiwan).