



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.
- 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.
- 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 attach a copy of receipt)

Bank Details for Refund

Account Name: Account Number:

Bank Name: BSB:

Branch Address: Country:

International Transfer Only

SWIFT/BIC Code: Branch Number: CNAPS*

Accounting Holder's ID number** Chinese Telegraph Transfer Code*

Reason for Refund Application

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If withdrawing from a course then a copy of the Application for Withdrawal Form (Form 20) is required to be attached.

Student Signature: Date:

OFFICE USE ONLY

Amount of Refund:			
Refund Calculation Sheet:			
• to Finance Manager	Yes <input type="checkbox"/>	Date:	No <input type="checkbox"/>
• with copy for student	Yes <input type="checkbox"/>	Date:	No <input type="checkbox"/>
Processed by:	Position:	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).