



Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (**X**).  
Please note that it is the normal practice for credit balances to be carried forward in **FULL** for enrolled students.  
If you are not at the last session of enrolment you may wish to reconsider applying for a refund.

**1 - PERSONAL DETAILS**

Student ID number	Daytime contact phone number			
<input type="text"/>	<input type="text"/>			
Title	Family name			
<input type="text"/>	<input type="text"/>			
Given name(s)				
<input type="text"/>				
Australian address				
Unit no.	Street no.	Street name		
Suburb		State	Postcode	
Email address				
<input type="text"/>				
Home phone number	Work phone number	Mobile phone number		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Course code	Course name	Campus		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Tuition fee amount paid to Western Sydney University	AUD\$			
<input type="text"/>	<input type="text"/>			

**2 - CURRENT ACADEMIC STUDY (course yet to be completed)**

Are you currently studying an academic qualification at an institution other than Western Sydney University?  Yes  No

If yes, please complete the details below.

Name of qualification/award (e.g. Bachelor of Business)	Duration
<input type="text"/>	<input type="text"/>
Institution name	Country/state
<input type="text"/>	<input type="text"/>
Date commenced	Expected date of completion
<input type="text"/>	<input type="text"/>

In providing my personal information to the University, I understand that, other than as authorised by law, the University will only use this information for the purposes for which it is being collected in accordance with the University's functions and activities associated with my enrolment. In some instances, the University may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the University, or to third parties for the purposes of recovering unpaid University fees or other debts owed to the University, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the University's policies. CRICOS Provider code: 00917K

### 3 - OVERSEAS BANK DETAILS

Please ensure that your full **overseas bank details** are provided to avoid any delays in processing your refund.

Account holder's name

Account holder's address

Name of bank

Branch name

Address of bank

Account number

SWIFT/BIC code\*

IFSC India code\*

IBAN - UK, Europe code\*

Sort code\*

ABA or routing number\*

*\*It is essential that you provide one of these codes in order to receive a refund*

### 4 - AUSTRALIAN BANK DETAILS

Please ensure that your full **Australian bank details** are provided to avoid any delays in processing your refund.

Account holder's name

Account holder's address

Name of bank

Branch name

Branch number

Account number

### 5 - REASON FOR NOT CONTINUING STUDY

If you are requesting a refund due to withdrawing from your current/future course at Western Sydney University, please indicate your reason for withdrawing (please tick the relevant boxes).

- Health reasons/illness (please provide evidence)
- Financial difficulties
- Personal/family issues (please provide evidence)
- COVID-19

Transferring to another institution (please indicate why):

- Competitive tuition fee
- Course change
- More convenient location
- Study experience (please provide evidence)
- Not enough Advanced Standing granted

Have not met conditional requirements:

- English proficiency
- Academic requirements

### 6 - DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions on this form. I have returned my student ID card to a Student Central location. Please amend my University records to show that I am resigning from my course of study as indicated above.

Student's signature

Date