REQUEST FOR REFUND FORM

Note: All refund requests are subject to the provisions outlined in the USPP Refund Policy and Refund Procedures available on the College Website. Students are advised that lodgement of this form does not guarantee that a refund will be granted. Please ensure all required information is completed correctly and attached to minimise delays.

1. Student details	
Family name *(as shown in the passport)*	
Given name(s) *(as shown in the passport)*	
Student number:	
Email address:	
Home phone:	**Mobile phone:**
Have you commenced your course: ☐ No ☐ Yes	
2. Course details	
Course name:	
Course start date *(dd/mm/yyyy)*	**Total fees paid (in AUD)**
3. Reason for refund request	
Genuine Student (GS) refusal ☐	Family, personal, medical or financial reasons ☐
Student visa refusal ☐	Termination/cancellation/withdrawal of enrolment ☐
College default ☐	Other:

4. Original payment method (Please choose ONE of the following that corresponds to your most recent payment)

☐ **Flywire** (if payment was made via Flywire). Please select refund method option 1.

☐ **Australian bank account** (if payment was made by an Australian bank account). Please select refund method option 2.

☐ **Overseas bank account** (if payment was made by an overseas bank account). Please select refund method option 3.

☐ **Flywire and an Australian or Overseas bank account** (if payment was made by both Flywire and an Australian or overseas bank account). Please select and populate refund method options, 1, 2 or 3 if you made a part payment across multiple payment types.

5. Refund Method

☐ **Option 1 – Refund by Flywire** (Flywire may contact you to verify your banking information.)

☐ Credit card or Online payment including BPAY and e-wallet.
Refund will be processed via Flywire to your original payment card.

☐ Bank Transfer
Refund will be processed via Flywire to your original payer's bank account.

☐ **Option 2 – Refund to an Australian bank account**

BSB	Account number
Account name	Bank name

Attach required documents

- Copy of government issued photo ID (eg, passport or driver's licence)

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University of Sydney Foundation Program - Standard Course, CRICOS Course Code 022310D
University of Sydney Foundation Program - Standard Intensive, CRICOS Course Code 036126M
University of Sydney High Achievers Preparation Program, CRICOS Course Code 089556F

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• Evidence of payment to prove where a bank account is named as the payer of the initial payment.			
☐ **Option 3 – Refund to an Overseas bank account**			
Account name		Bank name	
Beneficiary address			
City	State	Postcode	Country
Bank address			
City	State	Postcode	Country
SWIFT code		Bank account/IBAN	
Intermediary bank swift code (if applicable)			
Please tick one and provide code based on the country of bank			
☐ IFSC (India) Code:		☐ CNAPS (China) Code:	
☐ Beneficiary Tax ID/NIT (Colombia) Code:		☐ CNIC (Pakistan) Code:	
☐Bank Code (Sri Lanka):		☐ **Other**	
Attach required documents • Copy of government issued photo ID (eg, passport or driver's licence) • Evidence of payment to prove where a bank account is named as the payer of the initial payment.			
☐ **Option 4 – Transfer Tuition Deposit to Another Navitas Business Unit (including a different country)** *Only available if original payment was made by bank transfer*			
☐ Receiving college name:			
Attach required documents ☐ Copy of the new letter of offer			
☐ By selecting the Tuition Deposit Transfer option, I authorise transferring college to transfer my available prepaid tuition funds to receiving college for the purpose of progressing my application, enrolment, or admission. I acknowledge and agree that: • The transfer is voluntary and has been requested by me in writing. • Any transfer is subject to the admission requirements and acceptance of the receiving college. • The amount transferred may differ from the original amount paid due to foreign exchange fluctuations, currency conversion costs, bank charges, transaction fees, or differences in tuition fee structures between institutions. • Neither institution guarantees the exchange rate applied or the value ultimately received by the receiving institution. • Any shortfall resulting from currency movements, fee differences, or charges must be paid by me prior to enrolment. • Any excess funds remaining after enrolment will be managed in accordance with the receiving institution's refund policy and applicable legislation. • My personal information, application details, and payment records may be shared between the institutions for the purpose of administering this transfer in accordance with applicable privacy laws and student administration requirement. • I understand and agree that, once the transfer has been processed, transferring college will be deemed to have fully satisfied and discharged its refund obligations in respect of the transferred amount, and I will have no further entitlement to claim a refund of that amount from transferring college.			

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• I understand and agree that, through the offer and acceptance process at the receiving college, I will accept the terms and conditions of their Refund Policy. If I wish to seek a refund at a later point, the receiving college's refund policy will be used to calculate any refund owed.

• In the event that you are unsuccessful in gaining a place at your chosen college, or you withdraw your application, we will speak with you or your agent, with a view to offering you a place at another of our colleges. There are different areas in which your application may not be successful, and many of these are not dependent on your qualifications or personal history. By sharing your details with our internal recruitment specialists, who will then contact you or your agent, we may be able to offer you a position at another of our colleges.

6a. Family member payment authorisation form

(required only when banking details provided for a refund belong to a family member)

Relationship to the student: Parent ☐ Legal Guardian ☐ Spouse ☐

Family member name:

Date of birth *(dd/mm/yyyy)*	**Nationality:**

Please provide a copy of the following: Birth Certificate ☐ Passport ☐

ABN / Company Registration Number

(if refund banking details are for a business account)

Attach required documents

- A copy of relationship certificate for family member
- Copy of government issued photo ID (eg, passport or driver's licence)
- A payment evidence to prove where a bank account is named as the payer of the initial payment.

6b. Australian education provider payment authorisation form

(required only when the College is unable to deliver a course)

Australian education provider's name:

ABN / Company Registration Number

(if refund banking details are for a business account)

Attach required documents

- A copy of the Australian education provider's invoice

7. Conditions of refund

- All refunds will be processed in accordance with the USPP Refund Policy and Refund Procedures on the College Website. Refund and will be paid within 14-28 days (depending on the reason for the refund). Please ensure all required information and supporting documentation is provided to prevent payment delays.
- Any outstanding debts owed by the student, and applicable credit card charges from the original fees payment, will be deducted prior to a refund payment.
- All refunds will be paid via electronic funds transfer (EFT) and will be calculated and refunded in Australian dollars. If your local bank does not accept Australian dollars, the refund will be paid in US dollars.
- Please be aware that your bank may deduct banking transaction fees, which could affect the final amount you receive.
- The College reserves the right to terminate or suspend EFT or Telegraphic Transfer payments if the bank details are incomplete or incorrect.
- The above-named Student/Family Member agrees to repay to the College on demand any payments credited to the Student/Family Member in error. The College reserves the right to offset the amount of any overpayment made in error against any future debt or liability owed to the College by the Student/Family Member.
- Refunds will be paid into the same account as was used to make the original payment, unless you authorise a third party transfer in Section 5 above.

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- Please ensure that you fill out this form carefully, as providing incorrect details may cause your refund to be delayed and may be subject to additional transaction fees.

8. Declaration – please select ONE of the options below, as applicable

Option 1: Student declaration

I have read, understood and agree with the USPP Refund Policy and Refund Procedures on the College Website and the above conditions of refund and declare that I am the person to whom this refund is to be paid.

Student signature:	**Date:**

Option 2: Authorisation to pay refund to family member (refund to be paid to someone other than the student)

I authorise Taylors College Sydney to pay this refund to the person whose account details are listed in section 5. I have read, understood and agree with the USPP Refund Policy and Refund Procedures on the College Website and the above conditions of refund and I understand this refund will not be paid directly to me.

Student signature:	**Date:**
I have read, understood and agree with the USPP Refund Policy and Refund Procedures on the College Website and the above conditions of refund **Family member signature:**	**Date:**

9. How to submit your Request for Refund Form

Please email your completed and signed Request for Refund Form, together with any supporting documents, to the relevant email listed below.

Before you arrive in Australia: taylorsadmissions@navitas.com (Admissions team)

After you arrive in Australia: taylorsrefunds@navitas.com (Taylors College, Waterloo campus)

PRIVACY COLLECTION STATEMENT

Navitas Australia Pty Limited trading as Taylors College Sydney (CRICOS Provider Code: 01682E) collects, uses and discloses the personal information required by this form for the purpose of processing your refund request. If the personal information you provide to Taylors College Sydney is incomplete and/or inaccurate, we may be unable to process your request. By completing and submitting this form, you agree to Taylors College Sydney collecting, using and disclosing your personal information in accordance with the Student Privacy Policy that can be accessed from the College's website.

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