



If a student has overpaid their fees, recently withdrawn from a unit(s) before the census date, had their visa application refused or been granted a retrospective withdrawal for a unit(s) that they paid for upfront, they may be eligible for a refund.

The Student Centre
1300 687 3624
studentcentre@murdoch.edu.au

Student Information

Student Number: _____ Course Code and Title: _____

Given Name: _____ Surname: _____

Reason for Request

Withdrawal from course/unit Overpayment of fees Visa refusal Other: _____

Payment Options

Refund back to original Credit Card

If fees were paid by credit card, refunds MUST be processed directly to the original credit card. Otherwise, please complete one of the options below. **Please attach a copy of your payment receipt.**

Electronic Funds Transfer (EFT) to Australian Bank Account

Preferred method of refund. Account must be in student's name.

Account Name:
(e.g. John Smith)

Bank Name:

BSB or Branch
Number:

Account Number:

Telegraphic Transfer to Overseas Bank Account

Account must be in student's name. **Ensure all fields on page 2 of this form are completed. Both forms must be signed to be accepted.**

Account Name:
(e.g. John Smith)

Bank Name:

Bank Address:

Account Number:

Overseas Bank Code Requirement: *(See table below for required code type)*

India	China	Pakistan	Europe, UK, UAE, Lebanon	US	Canada	Other
IFSC and SWIFT/BIC	CNAPS	IBAN and SWIFT/BIC	IBAN	Routing Number	Transit Code	SWIFT/BIC or Sorting Code

Bank Account Currency:

Student Phone Number:

Citizenship Number on Passport:
(Required for Pakistan accounts only)

CNIC

SNIC

Please Note:

- Refunds to a bank account will only be paid to this student's account. **Payments to a third party bank account will not be processed.**
- If original payment was made by credit card, the refund transaction will only be made to the same credit card.
- Murdoch is not liable for any bank fees, charges, variances or foreign exchange rate fluctuations. Variances and charges can be due to both the sender and the receiver's financial institutions.
- Your request may take up to 4 weeks to process, or longer over public holidays. It can take up to 6 weeks to receive the funds into an overseas account.
- Telegraphic transfers will be transferred in the currency of the overseas bank account. Bhutan must be AUD or USD.
- Accuracy and legibility of details are the responsibility of the student. Incomplete, inaccurate or illegible forms will cause a delay in processing times.
- All correspondence regarding your request will be sent via the email account you have registered at Murdoch. You must regularly check your email for updates regarding your request.
- If you do not respond to a request for additional information within 4 weeks your application will be closed and you will need to complete a new application.
- Please refer to the refund conditions noted in the [Murdoch University Fee Rules](#).

Student Declaration

By submitting this form I agree to indemnify the University against any future claims arising out of or incidental to the payment of the refund of fees to me (e.g. bank transfer fees, currency exchange variations, lost cheque replacement). I confirm that the payment details I have provided are true and accurate and that Murdoch will not accept any liability where incorrect bank details have been provided.

Signature: *(type name if submitting electronically)*

Date:

How to submit this form: Please save a PDF copy of this form and send as an attachment via:

- 1) MyAnswers > Ask A Question (<http://www.murdoch.edu.au/goto/MyAnswers>) or,
- 2) email to studentcentre@murdoch.edu.au

Please send from the email address recorded in MyInfo.

All fields are required to be completed. Incomplete, inaccurate or illegible forms will cause a delay in processing times.

Student Details

Student Name
Street Address <small>(PO BOX NOT ACCEPTED)</small>
Town/City
State/Province
Phone

Postcode		Country	
	Email		

Bank Details

Beneficiary Name <small>(as shown on Bank Statement)</small>
Bank Name
Bank Street Address <small>(PO BOX NOT ACCEPTED)</small>
Town/City
State/Province
Bank Account Number
SWIFT/BIC Code

	Postcode	
Country		
	Account Currency	

Please attach special wire instructions if required

In relation to the above bank details submitted to the Murdoch University, I certify the bank information is correct. I understand that funds paid to an unintended recipient due to errors or omissions in the information supplied on this form may not be recoverable and the Murdoch University reserves the right in these circumstances to consider that no further liability exists in relation to the invoice/s or transaction/s involved.
I also warrant that future changes to bank details will be advised in writing to Financial Services, Murdoch University.

This form is to be signed by the student receiving the funds only. Incomplete forms will not be processed.

Name	Email
Signature	Phone
	Date