

# APPLICATION FOR WITHDRAWAL AND REFUND FOR DUELI STUDENTS



Deakin University English Language Institute (DUELI)

This form is for DUELI students only. Deakin students, please follow Deakin refunds procedure at [deakin.edu.au/international-students/getting-into-deakin/fees/refunds](https://deakin.edu.au/international-students/getting-into-deakin/fees/refunds).

This form should be typed, not hand written. Hand written applications will not be accepted. Once you have typed the information, please print out the form and sign it. Your application cannot be accepted without a signature. Please scan and email the form and all supporting documentation to [dueli-info@deakin.edu.au](mailto:dueli-info@deakin.edu.au).

## SECTION 1 – WHAT YOU ARE APPLYING FOR?

Please select any **ONE** of the following.

Course withdrawal only	Course withdrawal and refund	Refund only
You must apply for a course withdrawal if you wish to discontinue your studies at DUELI and return home. <b>DO NOT TICK THIS IF YOU WANT A RELEASE. SEE SECTION 2.</b>	If you want to withdraw from your DUELI course and require a refund, please tick this box. <b>DO NOT TICK THIS BOX IF YOU WANT A RELEASE AND REFUND. SEE SECTION 2.</b>	Tick this box if you are applying for a refund only and do not need to withdraw from DUELI.

## SECTION 2 – RELEASE/WITHDRAWAL REFUND REQUESTS

**Release and refund: You must submit your release application first and wait for the outcome letter before you submit your application for withdrawal and refund.**

Have you applied for a release letter?	Yes	No
Was your release approved?	Yes	No

## SECTION 3 – REASON FOR APPLYING

Why are you applying for a refund? (Please tick one)

<b>Compelling/compassionate</b> You must provide evidence of compelling/compassionate circumstances with this application. This may be in the form of a medical certificate, a death certificate or a statutory declaration.
<b>Failed entry requirements</b> You must provide evidence of failing to meet entry requirements with this application.
<b>Visa refusal</b> You must provide evidence of your visa refusal with this application.
<b>Meeting English entry requirement of a Deakin University/Deakin College course.</b>

## SECTION 4 – PERSONAL DETAILS

Student ID (please refer to your offer letter for your nine-digit student ID number):	
Family name:	Given name(s):
Date of birth:        /        /        (DD/MM/YY)	
Email:	Mobile:
Current provider	DUELI
	Deakin College
	Other, please specify
Name of new provider:	
Name of new course:	

**SECTION 5 – REFUND OPTION**

Please choose only ONE refund option below. Read the options carefully and decide how you want your refund to be sent to you.

**REFUND OPTION 1** (Refund to an overseas bank account)

Bank name:

Bank full address:

BSB/Branch Code (if applicable):

Swift Code of overseas bank:

Account name:

Account number:

Account holder's address:

Country:

Postcode:

Passport number of account holder:

IBAN number (if applicable):

IFSC Code (India only – if applicable):

CNAPS (China only – if applicable):

**Note: Deakin University will remit the funds in AUD or local currency only.**

**REFUND OPTION 2** (Refund to an Australian bank account)

Bank name:

BSB number:

Account name:

Account number:

## **SECTION 6 – YOUR PERSONAL STATEMENT**

Please write the reason of your withdrawal and/or refund request.

Your personal statement must clearly outline the reasons you are seeking to withdraw and/or a refund from Deakin.

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## **SECTION 7 – RELEVANT POLICIES AND GUIDELINES**

Please note that under Deakin release guidelines, Deakin will generally not release a student if the course you intend to undertake with the new provider is not at the same Australian Qualification Framework (AQF) level as, or at a level higher than, the registered principal course for which you were granted the student visa initially. According to your Student Visa condition 8202, you must maintain enrolment in a registered course that is the same or higher AQF level. Therefore, please consider your options thoroughly before applying for a release; a release may not be in your best interests.

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## **SECTION 8 – DECLARATION**

I declare that the information provided by me is true.

I have read and understood the information provided at the above sections and weblinks on this form.

I agree to the International Tuition Fee Refund Policy referenced above.

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Applicant's signature:

Date

/

/

(DD/MM/YY)