

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.

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.

SECTION 1 - What are you applying for? Please tick one of the following		
<p>Course withdrawal only.</p> <p>You must apply for a course withdrawal if you wish to discontinue your studies at DUELI and return home. DO NOT TICK THIS IF YOU WANT A RELEASE. SEE SECTION 2.</p>	<p>Course withdrawal and refund.</p> <p>If you want to withdraw from your DUELI course and require a refund, please tick this box. DO NOT TICK THIS BOX IF YOU WANT A RELEASE AND REFUND. SEE SECTION 2.</p>	<p>Refund only.</p> <p>Tick this box if you are applying for a refund only and do not need to withdraw from DUELI.</p>

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?	Yes	No
Was your release approved?	Yes	No

SECTION 3 - Why are you applying for a withdrawal and/or refund? Please tick ONE			
<p>Compelling/compassionate</p> <p>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.</p>	<p>Failed entry requirements</p> <p>You must provide evidence of failing to meet entry requirements with this application.</p>	<p>Visa refusal</p> <p>You must provide evidence of your visa refusal with this application.</p>	<p>Meeting English entry requirement of a Deakin University/ Deakin College course</p>

SECTION 4 - Personal details	
Student ID	Date of birth (day / month / year) / /
Family name	Given name
Mobile	Email
Name of new provider	
Name of new course	
Commencement date of new course / /	

SECTION 5 - Refund options. Please choose only ONE refund option below

Please read the options carefully and decide how you want your refund to be sent to you. Deakin University will remit the funds in AUD or local currency only.

Option 1: Refund to an overseas bank account

Bank Name

Bank full address

BSB/Branch Code (if applicable)

Swift Code if overseas bank

Account name

Account number

Account holder's address

Country

Account holder's passport number

IBAN number (if applicable)

IFSC Code (India only - if applicable)

CNAPS (China only - if applicable)

Option 2: Overseas refund by bank draft

Your overseas address

Country

Phone

(include international and areas codes)

Option 3: Refund by cheque to a person and address in Australia

Family name

Given name

Address

State

Postcode

Phone:

SECTION 6 - Your personal statement

Please write the reason you want a refund from Deakin. Your personal statement should clearly outline the reasons you are seeking a refund from Deakin. (e.g. you are discontinuing study at Deakin, your visa was refused, you are requesting a release from Deakin etc.). Please write your personal statement in the space below. DO NOT ATTACH A SEPARATE STATEMENT.

SECTION 7 - Relevant policies and guidelines

Before applying for a refund, please read the relevant policies and guidelines by clicking on the link to the Deakin webpage:
Tuition fee and refund policy.

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.

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.**

Signed

Date / /