



Swinburne University of Technology Sarawak Campus
Refund Request Form

INFORMATION

A RM100 administration fee will apply to cancelled drafts, telegraphic transfers or cheques.
 Where a currency other than Ringgit Malaysia is specified, the exchange rate at the time of processing applies.
 For information on the payment of fees and refunds, refer to Swinburne's Refund and Tuition Fee Policy : http://www.swinburne.edu.my/ppd/directory.php?do=ss_sis

PERSONAL DETAILS

Name	_____	**Student ID email address (If not available, personal email address)	_____
Date of birth	_____	**If currently enrolled, all correspondence by the University will be sent to your Swinburne Webmail. Students MUST check their official Swinburne webmail regularly on a weekly basis as a minimum, but on a daily basis during critical academic periods, such as progress review following the release of results.	
Student ID	_____		
Malaysian address (MUST BE COMPLETED)	Overseas address (MUST BE COMPLETED)		
_____	_____		
_____	_____		
Phone	_____	Postcode	_____
	_____		_____

SPONSORED STUDENTS

A 'sponsored student' is someone on financial aids funded by a government or organisation (other than the University).
 Are you a Sponsored Student Yes / No
 If yes, the name of your scholarship or name of sponsor : _____
Refunds may in some instances be payable to the sponsoring organisation. Please ensure you check your conditions of financial aids before completing this form.

METHOD OF REFUND – Please choose one of the following options

Option 1 Direct bank-in. Can only be sent to local banks.
 Name of bank _____
 Account name _____
 Account number _____

Option 2 Telegraphic transfer (USD unless otherwise specified). Can only be sent to overseas banks.
 Name of bank _____
 No. & Street _____

 City _____ Country _____
 Account name _____
 Account number _____
 Swift code/Bands* _____
 *Bands (compulsory for any English or European refunds)

Option 3 Contra off against _____

Continued overleaf

REASON FOR REFUND

Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged at Swinburne Finance. Failure to submit all required documents will delay authorisation and processing of the refund.

Reason

Required documents

Withdrawal from program

Copy of Withdrawal form approved by the University

Leave of Absence

Copy of Leave of Absence form approved by the University

Student Visa rejected/cancelled

Copy of letter(s) from relevant party

Student overpaid/received exemptions/reduced loading

Student did not meet condition(s) of offer

Others _____

Student signature

Date / /

OFFICE USE ONLY

RECEIVED BY FRONT COUNTER	
Counter staff signature	Date / /

FINANCE OFFICER			
Amount paid	RM	Receipt no	
Cancelled draft/TT/ cheque fee RM100	RM Yes / No	Date (dd/mm/yyyy)	/ /
Repeated refund	Yes / No		
Refund due date (dd/mm/yyyy)	/ /		
Finance Officer signature		Date / /	

Account code	Amount (RM)
Total	

Payment for approval,

The Registrar