

Before you fill in this form, read the related information at <https://www.jcu.edu.au/policy/student-services2/tuition-fee-policy-for-international-students>

1. PERSONAL INFORMATION

Student Number (8 or 10 digits):

Title: Dr Mr Mrs Ms Miss Other:

Family name:

Given names:

Date of Birth (dd/mm/yyyy): / /

Mailing address: (Not PO Box)

Suburb:

State:

Postcode:

Email address: (All correspondence in relation to this application will be sent here)

Daytime phone number:

2. COURSE INFORMATION

Name of course:

Course code:

Campus of study: Townsville Cairns Brisbane

3. EARLY WITHDRAWAL WITHOUT FINANCIAL PENALTY UNDER SPECIAL CIRCUMSTANCES

You must attach a brief statement providing information on your special circumstances, specifically how your circumstances*:

- were beyond your control; and
- did not make their full impact until on or after the census date; and
- made it impracticable for you to complete the requirements for the subject/s.

You must also attach independent supporting documentation substantiating your claim for special circumstances.

If you are a new student and have paid a reduced \$1000 non-refundable deposit for tuition fees, the \$1000 deposit is non-refundable in all instances unless you have been unable to obtain a student visa.

**This is not required for refund of credit balance*

Subjects to be withdrawn without financial penalty:

STUDENT TO COMPLETE			OFFICE USE ONLY		
Subject code	Study period	Year	Census date	Withdrawal date	Cost of subject

4. WITHDRAWAL WITHOUT ACADEMIC PENALTY

I acknowledge that I am requesting to withdraw from subjects listed in Section 3 without academic penalty.

5. REFUND REQUEST

Please tick appropriate boxes:

- I am applying for a refund within the cooling off period. JCU will require full details of the original deposit as the refund will be made to the same bank account.
- I am applying for a refund of credit balance
- I want my credit balance to remain in my student account

6. BANK DETAILS FOR REFUND

If your application is successful, your refund will be paid as follows:

- Refunds to students who are withdrawing within the cooling off period - Payments will ONLY be paid to the original source of deposit
- All other students will have their refund paid into their nominated bank account (refunds will not be made to credit card accounts)

Account name (e.g. John Smith): _____ Currency (*USD, CAD, CNY, INR, AUD, etc*): _____

Swift code: _____ Bank code (BSB): _____

IBAN/Account number: _____ Type of Account (*Savings, Cheque*): _____

Routing number (*ABA Num, Sorting Code, Fedwire Num, IFSC, Transit Num*): _____

Bank name: _____

Overseas bank address: _____

City: _____ State: _____

Postcode: _____ Country: _____

Relationship of bank account holder to student (if different): _____

7. DECLARATION FOR INTERNATIONAL STUDENTS

If you are withdrawing from studies completely, you need to see James Cook International before any refund request can be actioned. Refunds for Sponsored International Students will be made directly to the Sponsor. Refunds will be processed within 4 weeks of receipt of written notification.

All international students should familiarise themselves with the Tuition Fee Policy for International students located at <https://www.jcu.edu.au/policy/student-services2/tuition-fee-policy-for-international-students>

- I have read and understood the Tuition Fee Policy for International Students
- I understand the University's Student Services and Amenities Fee Policy (<https://www.jcu.edu.au/students/fees-and-financial-support/student-services-and-amenities-fee-2015-research-students>) states that any upfront payment for the Student Services and Amenities Fee (SSA Fee) for subjects approved for early withdrawal under this application will not be refunded after the applicable census date.
- I declare that the information I have supplied on and with this form is, to the best of my knowledge, true and correct.

PRIVACY

I understand that personal information collected on or with this form will be used for the purpose of assisting JCU's Manager, Enrolments and Fees and James Cook International to make an informed decision on my request.

Signature _____ Date ____/____/____

8. RETURN DETAILS FOR INTERNATIONAL STUDENTS

Return this completed form with required supporting documentation to the Student Finance Office

Mail to: Student Finance Office James Cook University Townsville QLD 4811	In Person: Townsville Campus: Student Centre Education Central (Bld. 134) James Cook Drive Townsville	Cairns Campus: Student Centre Chancellery Building (Bld. A1) McGregor Rd Smithfield	Brisbane Campus: Student Administration Ground Floor 349 Queen Street Brisbane
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