

# Refund Request Form

Please send completed Refund Request Form to [fees@unsw.edu.au](mailto:fees@unsw.edu.au) from an email address registered with UNSW.

## Personal Details

<b>Full Name:</b>		
<b>UNSW Student ID: Z</b>	<b>Date of Birth:</b> /     /	Note: Students under 18 years of age must attach written consent from their parent/guardian approving the refund.

## Refund Payment Details

### Card Payments

Payments that have been made by credit or debit card are subject to the Payment Card Industry (PCI) Data Security Standards (DSS) and will be refunded to the original card. UNSW will always attempt to refund to the original card. **Details of the original paying card do not need to be provided.**

In the event that a refund to the original card cannot be completed, UNSW will process the refund transaction via direct deposit. If it is anticipated that a refund to the original card will be unsuccessful, please ensure that appropriate bank account details are provided.

### Other Payments

Payments to UNSW using BPAY or Convera (excluding card payments) will be refunded via direct deposit. Details for the original paying account should be provided. If this information cannot be included for a legitimate reason, details of a bank account in the student's name must be provided. Where the payment has originated from outside Australia, details of an overseas account are required.

**Incorrect details may prevent us from processing your refund.**

UNSW reserves the right to process a refund to the original payment source in compliance with the [UNSW Student Fee Procedure](#).

Credit & Debit Card Payments	
<input type="checkbox"/>	Please tick if the original payment was made using a debit or credit card. The payment will be refunded to the original paying card.

Australian (Domestic) Bank Account Details			
BSB Number:		Account Number:	
Account Holder Name:			

Overseas (International) Bank Account Details - Overseas Bank Account Transfer may take up to 6 weeks			
SWIFT Code:		Bank Name and Branch Location including Country:	
Account Number:		IBAN / Routing No / Bank ID (if applicable):	
Account Holder Name:			
Student's Residential Address including Country:			

## Declaration

I, the student, authorise this refund transaction to be made to the original payer or myself, and confirm that the information provided on this form is correct and true to the best of my knowledge. I understand that payments made by credit or debit card are subject to the Payment Card Industry Data Security Standards and will only be refunded back to the original card.	
Signature: _____	Date: _____

## UNSW STAFF MEMBER USE ONLY

Account Balance:	Withdrawal Fee:	Refund Amount:
Original Payment Method(s):	Checked by: Date:	Approved by: Date:
Payment Date:	Receipt No. (Xetta):	Invoice No. (Xetta):
Order ID (ANZ eGate):	Deal Reference No. (WU):	
Additional Information:		