

REFUND APPLICATION FORM

This form is to be completed in accordance with Sunbeam's Fees and Refund Policy and Procedures which can be found on Sunbeam website <https://www.sunbeam.edu.au/>

Student Details			
Student Name:		Student ID:	
Date of Birth:		Country:	
Mobile:		Email:	
Address:			
Course Name:			

Reason/s For Refund
Please select (✓) the reason/s for your refund application ☐ Visa Refusal (a copy of letter of visa rejection required) ☐ Withdrawal and discontinue of current enrolled course ☐ Withdrawal and discontinue of future scheduled course ☐ Overpayment of course fees: If withdrawal/discontinue, please provide explanation and attach this to refund form, including any supporting documents (e.g. medical certificate, flight ticket, visa rejection letter from Department of Home Affairs etc)
Refund of OSHC (Overseas Student Health Cover)
Where Sunbeam arranges the OSHC on behalf of a student and the student has not arrived and has never resided in Australia, Sunbeam will claim the OSHC refund from insurance company on behalf of the student and will forward the OSHC refund to the student upon receiving the refund from the health insurer. Where the student has arrived or resided in Australia, it will be the responsibility of the student to claim the OSHC from the health insurer

Mode of Refund Payment			
Australian Bank Transfer			
Financial Institution:			
Account Name:			
BSB :			
Account No:			
International Bank Transfer			
Bank Name:			
Bank Address:			
Account Name:			
Address:			
Account No:			
SWIFT Code:			
Declaration:	I declare that the information provided by me is true and complete and that it is my responsibility to provide all necessary documentation to support my request for refund. I agree and have read and understand Sunbeam's Fess and Refund policy for international students.		
Printed Name:			
Student Signature:		Date:	

NOTE:

If the refund is paid to another person's account apart from the student, Sunbeam requires a letter with the student's signature to authorise Sunbeam to have the refund paid to another person's account.

Sunbeam internal use only

Refund Approved:	Yes No		
Reason/s not approved (if applicable)			
Approved by	Printed Name:		
	Signatures:		
	Date:		