

International Services Unit

Request for Withdrawal and/or Refund

Confirmation of third party authorisation and bank details



Canberra Institute
of Technology

RTO Code 0101 | CRICOS No. 00001K

PLEASE COMPLETE ALL SECTIONS OF THIS FORM IN BLOCK LETTERS

Step 1: Student details

CIT Number

Family Name

Given Name (s)

Current Postal Address (not PO Box)

.....

Suburb Postcode Country

Email

Step 2: The reason for a Request for Withdrawal and/or Refund (please tick one):

- Visa has been refused
- Returning home due to compassionate and compelling circumstances
- Withdrawing and transferring to another institute
- Change of visa status i.e. no longer on a student visa

Last day of study (If you have commenced studies at CIT): Date/...../..... (DD/MM/YYYY)

Please provide additional comments:

.....

.....

.....

Step 3: Please attach supporting documentation

For example; a copy of your visa refusal, a copy of your letter of offer from a new institute, medical certificates or proof of your permanent residency.

Step 4: Bank account holder

If the request for a refund is approved, I would like the refund transferred into (please tick one)

- My Australian account
- My third party Australian account (for example; Mother, Father, Relative, Agent)
- My overseas account
- My third party overseas account (for example; Mother, Father, Relative, Agent)

Step 5: Overseas bank account details

Please complete the bank details below for an **OVERSEAS** bank account

Bank Account Holders Name

Account Number.....

Bank

Branch

Branch Address

SWIFT ID Number

Step 6: Australia bank account details

Please complete the bank details below for an **AUSTRALIAN** bank account

Bank Account Holders Name

BSB Number (6 digits)

Account Number.....

Branch

Step 7: Release Letter

I am seeking approval to be issued a “Release Letter” from CIT (Please tick)

Yes No

Step 8: Verification

For verification, I understand and agree that my signature will be checked against my passport or official documentation.

Signature of Applicant

Date/...../.....