

Department of Education International

# Temporary Residents Program

## Application for Refund of the Temporary Residents Program Education Fee

### Temporary resident students may be entitled to a pro rata refund of the education fee where:

- The students visa changes to a fee exempt visa category, or
- The students visa application for travel to Australia is rejected, or
- The students application to enrol is rejected, or
- The student leaves school prior to the expiry of their paid period of enrolment.

The refund amount will be the balance of education fees calculated by week from the date of the visa change or the date of last enrolment. In the case of rejected visa or enrolment applications where the student has not commenced enrolment, the entire education fees may be refunded.

In the event the student ceases enrolment in school, the parent or guardian must provide a least one week notice in writing to the Temporary Residents Program.

In accordance with risk management policy, where the Temporary Residents Program education fees are paid by credit card, the Department of Education reserves the right to process a refund back to the same credit card.

In the event the student is holding a visitor visa subject to visa condition 8201, the student is not eligible to seek a refund of the Temporary Residents Program education fees.

### Claiming a refund

The parent or guardian must complete the *Application for Refund of the Temporary Residents Program education fee*. The application form must be forwarded to the Temporary Residents Program along with any requested documentation.

In the case where the student has been granted permanent residency or now holds a fee exempt visa, a copy of the new visa from the Department of Immigration & Border Protection must accompany the application form.

In the case where the student has transferred to a private school, a copy of the acceptance letter from the private school must accompany the application form.

### Submitting the application

The Application for Refund of the Temporary Residents Program education fee may be emailed or posted to the Temporary Residents Program along with any requested documentation.

### Processing times

Refunds are generally processed within 30 days from the date that all the required documentation is received. Processing times may vary depending on seasonal work volumes.

### Submit your completed application form and all documents to:

Temporary Residents Program  
Locked Bag 7004  
Wollongong NSW 2520

For information on the Temporary Residents Program, please contact:

**T** 1300 300 229 (local call within Australia)  
+61 2 9244 5555 (outside Australia)  
**E** tempvisa@det.nsw.edu.au  
**W** internationalschool.edu.au/trp

- This form is to be completed by a parent or guardian of the student.
- All sections must be completed and all requested documents must be attached.
- Failure to correctly complete this document will delay the refund processing.

**Student details**

<b>Application No #1</b>	<b>Student name #1</b>
<b>Application No #2</b>	<b>Student name #2</b>
<b>Application No #3</b>	<b>Student name #3</b>
<b>Application No #4</b>	<b>Student name #4</b>
<b>Application No #5</b>	<b>Student name #5</b>

**Reason for the refund**

<b>Student is returning overseas</b>	<b>Last day of attendance in a NSW government school</b>	/	/	
		<i>day</i>	<i>month</i>	<i>year</i>
<b>Student is moving interstate</b>	<b>Last day of attendance in a NSW government school</b>	/	/	
		<i>day</i>	<i>month</i>	<i>year</i>
<b>Student has completed education</b>	<b>Last day of attendance in a NSW government school</b>	/	/	
		<i>day</i>	<i>month</i>	<i>year</i>
<b>Student transfer to non-government school</b>	<b>Last day of attendance in a NSW government school</b>	/	/	
<i>📎 Attach copy of acceptance letter from new school</i>		<i>day</i>	<i>month</i>	<i>year</i>
<b>Student granted permanent residency</b>	<i>📎 Attach copy of the permanent residency visa label or notification letter</i>			
<b>Student application for visa was rejected</b>	<i>📎 Attach copy of the Department of Immigration notification letter</i>			
<b>Other (provide details)</b>				

**Payee details (the person or organisation receiving the refund)**

**Payee name:**

**Payee residential address:**

	<b>Suburb</b>	<b>State</b>	<b>Postcode</b>
<b>Home phone number:</b>	<b>Work phone number:</b>		
<b>Mobile phone number:</b>			

**Payment instructions**

**Payment by cheque.** *Cheques will not be posted to an overseas address*

**Payment by EFT.** Complete the payment details below. Please ensure your bank account details are correct. All bank fees or exchange rate losses incurred to the Department of Education by the provision of incorrect or incomplete payment instructions will be passed on to the payee.

**Bank name:**

**Branch name:**

**Branch address:**

**Account holder name:**

**BSB number (for Australian Accounts):** *must be 6 digits*

**Account number:**

**Swift Code (for Overseas Accounts):**

**IBAN / BIC (for Overseas Accounts):**

**IFSC Code (for India banks only):**

**Declaration by the parent or guardian**

**Both parents/guardians must complete the application form and sign this declaration unless a sole parent.**

I declare that all information and documentation provided is true and correct. I understand that it is a serious offence to give false or misleading information and I will notify the Temporary Residents Program of any change(s) to this information as soon as the changes occur. I understand payments to overseas bank accounts are subject to currency market fluctuations and may impact the value of the transaction. The Temporary Residents Program reserves the right to request further information or decline a refund where circumstances permit.

**Father/Guardian**

**Print name:**

**Relationship to student:**

**Signature:**

**Date**            /            /  
*day            month            year*

**Mother/Guardian**

**Print name:**

**Relationship to student:**

**Signature:**

**Date**            /            /  
*day            month            year*

**Postal Address:**

Temporary Residents Program  
Locked Bag 7004  
Wollongong NSW 2520

**Email Address:**

E [tempvisa@det.nsw.edu.au](mailto:tempvisa@det.nsw.edu.au)