



Student Refund of Security Deposit Account

Date of Request _____
 Student Name _____
 Student Number _____
 Email Address: _____
 Student Signature _____

Complete the section below that is applicable to you, using block letters.

If you are living in Australia and would like the refund to be sent to an Australian address, or deposited directly into an Australian bank account, please specify below:

Cheque	Direct Debit
Name of Payee +:	Account Name:
Address:	Account Number:
	Branch Number (BSB):
Telephone No:	Bank Name:

If you are leaving Australia and would like the refund sent to an overseas address or deposited directly into an overseas bank account, please specify below:

Bank Draft	Telegraphic Transfer #
Name of Payee +:	Account Name:
Address *:	Account Number:
	Bank Name:
	Bank Address:
	Branch Name:
Telephone No:	Swift or Clearing Code: Routing Number (US Banks only):

Any remaining balances will be refunded within 45 days from receipt of this form.

All amounts will be paid in Australian dollars.

Please refer to the Academic Handbook for the Refund Policy. (www.students.icms.edu.au)

+ Payee is the name of person to whom Cheque or Bank Draft is to be paid to.

** If you have requested a Bank Draft to be sent overseas, then the bank draft is to be banked in the country of the address provided.*

If you have requested a Telegraphic Transfer to be sent overseas, please ensure you have provided your bank's full details. No responsibility will be taken on ICMS's behalf if the telegraphic transfer does not reach your account due to incorrect bank details being provided.

Accounts Office

Student deposit account total _____

Student fees account total _____

Total refund due: _____ Authorisation _____

Bank Charges: _____ Date _____



Contact Details

Name:

Student ID:

Current Contact Details

From Date:

To Date:

Address:

Suburb:

Postcode:

Country:

Phone number:

Mobile:

E-mail:

College email:

Permanent address (parents, spouse)

Address:

Suburb:

Postcode:

Country:

Phone number:

Mobile:

E-mail:

College email:
