

# Accommodation Refund Form

Version 1.4



## You should use this form:

To cancel your accommodation booking prior to the original check-out date.

In accordance with Shafston's policy, please be advised that if a student checks out of homestay/Student Accommodation prior to the scheduled check-out date due to personal reasons, a two-week homestay/Student Accommodation fee will be charged starting from the day the student checks out. The new check-out date provided on the Refund Form will be considered the first day of the required two-week notice period. As per our refund policy, the refund amount will be calculated based on any unused homestay/ Student Accommodation fees, minus a two-week homestay/ Student Accommodation fee and any applicable administration fees.

## Local Bank Transfer Information:

If the student is staying in Australia after leaving their accommodation they can elect to have their refund deposited into an Australian Bank Account which is held in their name. Please complete Local Bank Details section of this form.

## International Bank Transfer Information:

International Bank details provided on this form must match that of the Student or the Bank Account that the payment was received from. If the information is different, the refund process will be delayed.

The Beneficiary is the person who will be receiving the refund - this must be the same person who made the original payment. Please note: this could be your agent, your parent or a relative etc.

We suggest you take this form to your bank or financial institution as they can help you to complete it correctly.

It usually takes 2-5 business days (from processing date) for an international transfer to reach accounts overseas, however, it could take longer depending on the recipient's country and bank.

Please note: Due to exchange rate variations and bank fees, there may be a difference between the amount refunded by Shafston and amount received to your bank account.

The Intermediary Bank Details section is only required when intermediary Banks are involved in the international transfer process - you must ask your bank or financial institution for this information.

## How to apply for an early check-out and refund:

1. Complete all relevant sections of this form.
2. Attach all relevant supporting documentation (if applicable)
3. Submit your form to the Homestay Department.

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Student's Personal Details			
Family Name:		Request Date:	
Given Name:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Student ID No.:		Date of Birth:	
Email Address:		Mobile No.:	
Address:			

Accommodation Details			
Accommodation Type:			
Check-in Date:		Check-out Date:	
New Check-out Date:			
<b>Please note the New Check-out Date provided on the Refund Form will be considered the first day of the required two-week notice period and you are obligated to provide the relevant notice period. See notice periods section below.</b>			

Notice Periods		
Name of accommodation	Notice required	Provided
Homestay	14 days' notice	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Accommodation: Uni-Lodge	14 days' notice	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Accommodation: Others	14 days' notice	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please Note:</b> Refunds will be paid to the person or entity that paid the fees to Shafston in the first place and within 28 days from the date of Shafston receiving this application with all supporting documentation.		

Local Bank Transfer Details (must attach initial proof of payment advice) - Australian Banks Only			
BANK NAME:			
ACCOUNT NAME:			
BSB No:		ACCOUNT No:	

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## Credit Card Transfer Details (must attach initial proof of payment advice)

CARD HOLDER NAME:			
CARD NUMBER:			
EXPIRY DATE:		CVV:	
<b>CARD HOLDER SIGNATURE:</b> _____ <b>Date:</b> _____			
<b>Please note:</b> digital signatures will only be accepted if this form is emailed to Shafston directly from the student's email address. The email address (this form is received from) must match the student email address registered on Shafston's database. If the email address does not match, the student will be required to print this form and physically sign it before submitting it to Shafston			

## International Bank Transfer Details (must attach initial proof of payment advice)

<b>Beneficiary Details</b>			
<b>Beneficiary Account Name</b> <small>Must match the account name details of initial payment to Shafston. Please attach initial proof of payment advice.</small>			
<b>Beneficiary Address</b> <small>This is the address of the account holder</small>			
<b>Beneficiary City, Country &amp; Zip Code</b> <small>This is the address of the account holder</small>			
<b>Account or IBAN Number</b> <small>(IBAN is for European countries only)</small>		<b>Bank Code</b> <small>(Swift or BIC)</small>	
<b>Name of Bank</b>			
<b>Address of Bank</b>			
<b>Country of Bank</b>		<b>City &amp; Zip/Post Code of Bank</b>	

## Intermediary Bank Details

<small>This section only applies when intermediary Banks are involved in the international transfer process – you must ask your bank or financial institution for this information.</small>			
<b>Account Name</b>			
<b>Account or IBAN Number</b> <small>(IBAN is for European countries only)</small>		<b>Bank Code</b> <small>(Swift or BIC)</small>	
<b>Name of Bank</b>			
<b>Address of Bank</b>			
<b>Country of Bank</b>		<b>City &amp; Zip/Post Code of Bank</b>	

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## Student Declaration

I have read and understood Shafston's Written Agreement – Terms and Conditions of Enrolment available on Shafston's website ([www.shafston.edu](http://www.shafston.edu))

I understand that it may take up to ten working days to process my request; provided all relevant documents have been submitted. Any eligible refund will be paid out within 28 days of receiving this application and all relevant documentation.

I acknowledge that the information I have provided is true and correct.

I understand that a \$100 Administration fee will apply and this will be deducted from any refund that I am eligible to receive.

Student Signature: \_\_\_\_\_

Signed Date: \_\_\_\_\_

**Please note:** digital signatures will only be accepted if this form is emailed to Shafston directly from the student's email address. The email address (this form is received from) must match the student email address registered on Shafston's database. If the email address does not match, the student will be required to print this form and physically sign it before submitting it to Shafston.

Please submit your completed application to Shafston's Student Admissions Department:

Click To Email	In Person
<h1>E-mail</h1>	BRISBANE Student Services Department 46 Thorn Street Kangaroo Point 4169
Enquiries: <a href="mailto:homestay@shafston.edu">homestay@shafston.edu</a>	

Office Use Only	
Requested received by:	Staff Signature:
Received Date:	
Comment:	
Requested approved by:	Staff Signature:
Approved Date:	