

FORM 3-E Refund Application Form

Please complete all the required fields with proper signature, scan and email to finance@curtin.edu.my or submit the hardcopy to **CASHIER'S OFFICE at Counter 7**. For Student Housing refund, you should contact Housing Services.

Student Name : _____ Student ID : _____
 Contact No : _____ Nationality : _____
 Course : _____ E-Mail Address : _____

I wish to request refund for (please tick one box):

- Course Fee Overpayment for Semester ____ Year ____
 Personal Bond & Hospitalization Deposit (International Students only)
 Others (Please specify) _____

Reason for requesting refund: _____

Requested mode of refund (please tick one box):

- Direct Bank In (Below **RM75,000** and for Malaysian bank accounts) Telegraphic Transfer (TT) in _____ (foreign currency) Cheque (above **RM75,000**)

- * (1) Please complete the details below. Kindly ensure that the Payee Name and IC/Passport Number are as exactly stated in your Bank Account. If any of this information is wrong, then the refund will be rejected by the University's Bank. In this case, not only your refund will be delayed but a service charge of RM10 shall also be imposed for a replacement.
 (2) If you chose Telegraphic Transfer (TT), the cost of bank charges for TT shall be borne by you. Foreign currency TT shall be translated by the University's bank at the prevailing exchange rate on the day of transaction. Refund process for TT will takes 21 working days, 7 working days longer than other payment mode.

Payee Name
 Student's Name
 (As stated in Bank Account) _____

OR

Payee Name
 Father's / Mother's
 Name (As stated in Bank Account) _____

Payee IC No
 (For Malaysian student) **OR** _____
 Payee Passport No.
 (For Non-Malaysian student) _____

Payee Residential Address: _____

Bank Account No _____

Bank Name : _____
 Bank Address : _____
 Bank Swift Code : _____ (For International TT only)
 Bank IBAN No. : _____ (For TT to Pakistan, Europe, UK & Middle East only)
 BSB Code : _____ (For TT to Australia only)
 CNAPS Code : _____ (For TT to China only)
IFSC Code : _____ (For TT to India only)

Signature : _____ Name: _____ Date : _____
 (By signing, I have acknowledged that the information given herewith is correct and that I understand the terms and conditions stated in this form)

For further enquiries, please contact the Cashier's Office, Grd. Flr, Building Heron 1 at 085-630021 or email to finance@curtin.edu.my

Office Use Checklist:

Items	Completed	Remarks
Student Details	Yes / No	
Payment Mode	Yes / No	
Payee Name	Yes / No	
Bank Details	Yes / No	
Document check	Yes / No	<input type="checkbox"/> Passport copy (if payment mode is TT) <input type="checkbox"/> Birth Certificate (if Payee is parent)

Date Received:

Received By:

 Name: