

FORM 3-E Refund Application Form

Please complete all the required fields & submit to **CASHIER'S OFFICE** at Counter 6 OR 7 in person to ensure that your refund will be processed on time. For Student Housing refund, you should contact Student Housing Department.

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 RM50,000 and for Malaysian bank accounts) Telegraphic Transfer (TT) in _____ (foreign currency) Cheque (above RM50,000)

- * (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 RM10.60 (Inclusive GST) 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) _____

Payee Passport No.
 (for Non-Malaysian student) _____

Bank Account No _____

Bank Name : _____

Bank Address : _____

Bank Swift Code : _____ (For International TT only)

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

Name : _____ Date : _____

For further enquiries, please contact the Cashier's Office, Grd. Flr, Building Heron 1 at 085-443885 or email to finance@curtin.edu.my

Office Use Only :

Date Received :

Checklist:

Items	Completed	Remarks
Student Details	Yes / No	
Payment Mode	Yes / No	
Payee Name	Yes / No	
Bank Details	Yes / No	

Received By:

 Name: