FORM 3-E

Curtin University
Sarawak Malaysia

Refund Application Form

Please complete all the required fields & submit to CASHIER COUNTER 6 OR 7 failing which your refund maybe delayed. For Student Housing refunds, 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

☐ Others (Please specify) _____

Reason for requesting refund: _____

Request mode of payment (please tick one box):

☐ Direct Bank In (Below RM10,000) ☐ Telegraphic Transfer (TT) in _____ (foreign currency) ☐ Cheque (above RM10,000)

**** Please complete the details below. Cost of bank charges for telegraphic transfer shall be borne by the students. Foreign currency T/T shall be translated at the prevailing exchange rate on the day of bank transaction.***

☐ 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 : _____
(*International Bank TT only)*

Signature : _____
Name : _____ Date : _____

For further enquiries, please contact the Cashier's Office, Grd. Flr,Prinia 1(GP 401) at 085-443885 or email finance@curtin.edu.my

Office Use Only :
Checklist:

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

Date Received :

Received By:

Name: