



UAC Ref: 

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Student ID: \_\_\_\_\_

### ANU OFFER ACCEPTANCE DECLARATION AND PAYMENT ADVICE FORM

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Commencing: \_\_\_\_\_

Program Type: Undergraduate / Postgraduate

If you have received an offer to a flexible double degree, please indicate your preferred program combination below:

Program 1: \_\_\_\_\_

Program 2: \_\_\_\_\_

Please note that the programs have to be compatible and correspond to the Flexible Double Degree offer you received. For more information, please refer to the [Degree Builder](#) on Programs and Courses.

*All applicants must read and complete each section of this form. We cannot process this acceptance until all conditions in the letter of offer have been met (if applicable) and your payment has been processed.*

*Your eCoE will be issued after your acceptance and payment have been processed.*

*Applicants under the age of 18 need to provide details of their guardianship arrangements. See <http://www.anu.edu.au/study/apply/international-students-under-18-years-of-age>*

#### SECTION 1: CITIZENSHIP AND VISA INFORMATION

*All applicants: Complete your country of birth, citizenship and passport information. Then complete either: country where you will apply for your visa OR your current visa subclass.*

Your country of birth: \_\_\_\_\_ Your citizenship: \_\_\_\_\_

Your passport number: \_\_\_\_\_

Where will you be when you apply for your visa (i.e. country): \_\_\_\_\_

# If you are **not** applying for a student visa, please indicate your current visa subclass: \_\_\_\_\_

#### SECTION 2: OVERSEAS STUDENT HEALTH COVER (OSHC)

*All applicants: Select either to arrange your own health cover OR request ANU to organise your OSHC for you.*

*Please note: ANU can only arrange visa length cover. If you are sponsored for a portion of your OSHC cost, you must arrange your own cover. Applicants who request ANU to arrange OSHC: select Single, Dual Family or Multi Family cover.*

*Please read the information available on <http://www.anu.edu.au/students/program-administration/costs-fees/overseas-student-health-cover-duration-costs> before completing this section.*

#### Overseas Student Health Cover (OSHC) <sup>a</sup>

( ) I already have/will arrange my own OSHC through a recognised Australian OSHC provider <sup>a</sup>

**Please note:** you will need to show proof of your OSHC when you apply for an Australian Student Visa.

- I require and authorise the University to organise my OSHC through Allianz Care Australia
- Single (The valid student visa holder)
  - ^ Dual Family (The valid student visa holder plus one recognised partner **or** one or more dependent children)
  - ^ Multi Family (The valid student visa holder plus one recognised partner **and** one or more dependent children)

With your authorisation and written consent, the University will pass your personal information to Allianz Care Australia to arrange OSHC on your behalf. For more information on how your information will be used, please visit [our website](#).

<sup>a</sup> Please refer to the following Australian government website for more information about OSHC and recognised Australian

providers: <https://www.health.gov.au/resources/collections/overseas-student-health-cover-oshc-resources>.

<sup>^</sup> Please note that if you require Dual Family or Multi Family Cover your deposit amount will increase to cover the increased OSHC premiums. Please contact [Acceptance@anu.edu.au](mailto:Acceptance@anu.edu.au) to determine your new deposit.

### SECTION 3: DEPOSIT PAYMENT

Select a payment option and make your deposit payment. We cannot process your acceptance until your deposit has been received and processed.

#### Payment amount: A\$20,000.00

*This deposit includes visa-length Overseas Student Health Cover (where applicable). Where OSHC is not organised through the University, the full deposit amount will be credited to your tuition fee account.*

#### Payment

##### Secure and fast payment through Western Union Business Solutions

This is the preferred method of payment and will allow you to pay in your local currency online 24/7. You can pay by credit or debit card or telegraphic transfer, where available.

**Payment available here:** <https://student.globalpay.wu.com/geo-buyer/anu>

I have made a payment through Western Union Business Solutions.

Date of payment: \_\_\_\_\_ Reference Number: \_\_\_\_\_

### SECTION 4: INTERNATIONAL STUDENT DECLARATION OF FINANCES

*All applicants must read the information provided and each point in the Statement of Financial Responsibility. All applicants must sign and date the declaration.*

*Applicants under the age of 18 must have a parent or guardian sign on their behalf.*

#### GENERAL INFORMATION

The Australian Department of Home Affairs requires that Universities ensure international students studying in Australia are aware of their financial obligations and have sufficient funds to support themselves and any dependents during their studies.

You will be required to certify that you will have funds available for travel to and from Australia, payment of the tuition fee listed above and living expenses for you and your dependents for each year of your program of study.

All sections of this form must be completed along with the acceptance and payment declaration before an Electronic Confirmation of Enrolment (eCoE) can be issued.

Student visa holders in Australia are limited to 40 hours of work per fortnight during semester. No work limits apply if you are studying Masters by research or Doctorate course in Australia. Although your visa permits you to work you should not rely on work to support yourself in Australia as a student. More information about permission to work while studying is available from the Department of Home Affairs website <https://www.homeaffairs.gov.au/>.

#### ESTIMATED LIVING COSTS

While it is not possible to set an exact guide of what your expenses will be while living in Australia, the following is the guide used by the Australian Department of Home Affairs in assessing Student Visa applications (excluding your student fees).

For a breakdown of these costs, please go to: <https://www.homeaffairs.gov.au/>

For more information about school fees, please see: [https://www.education.act.gov.au/public-school-life/international\\_students](https://www.education.act.gov.au/public-school-life/international_students)

## STATEMENT OF FINANCIAL RESPONSIBILITY

- I confirm that I have read and understand the information relating to the cost of living in Canberra at <http://www.anu.edu.au/students/program-administration/costs-fees/cost-of-living> and I have access to sufficient funds to cover all associated costs with my study, travel to and from Australia, living expenses for the duration of my studies for myself and my family members (regardless of whether they are accompanying me to Australia) for the total period of my stay in Australia.
- I understand that the listed tuition cost is indicative and does not include expenses such as textbooks, stationery and additional program specific requirements.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, I will not seek assistance from the University or the Australian government.
- I understand that in the event that I have insufficient funds to cover all associated study and living costs, the University reserves the rights to terminate my enrolment and eCoE.

I hereby certify that all the statements made on this declaration of finances are true and correct.

Applicant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

*Please note: If you are under 18 years of age, this declaration must be signed on your behalf by your parents or a person(s) who has legal custody of you.*

Parent's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

### SECTION 5: DECLARATION

*All applicants must read each point in the declaration. All applicants must sign and date the declaration. Applicants under the age of 18 must have a parent or guardian sign on their behalf.*

- I confirm that I have met the academic and English language requirements as outlined in the policies of the University and in my letter of offer.
- I acknowledge and agree to the University auditing information presented for my admission including but not limited to qualifications, English language proficiency and referee reports. (This includes obtaining official records from institutions or issuing bodies for the purpose of verification of my supporting documents).
- I confirm that the documents presented with my application are genuine and a true representation of my study history. I acknowledge and agree that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University.
- I acknowledge and agree that all documents provided for my admission become the property of the University and will not be returned.
- I acknowledge and agree to the University providing my personal information to any relevant third party for auditing purposes.
- I acknowledge and agree to provide original documents if requested by the University.
- I acknowledge and agree that if I am discovered to have submitted incorrect, incomplete or fraudulent information to the University the University will revoke my offer and that my enrolment will be cancelled. If I am admitted or enrolled I will also be subject to ANU Policies and Rules (available at [www.anu.edu.au](http://www.anu.edu.au)), including the Discipline Rules, whereby if I am found to have engaged in misconduct by providing incorrect, incomplete or fraudulent information the University may terminate my candidature or enrolment in a program of study or course.
- I acknowledge that I may access course information and other information relevant to my enrolment as outlined in the offer letter.
- I acknowledge and agree I will be subject to the Statutes, Rules, Orders, Codes, policies and procedures of the University and that I must comply with orders and directions given by staff of the University.
- I understand that I remain ultimately responsible for all tuition fees and associated study costs while enrolled at the University regardless of any scholarship arrangement.
- I have read and understand the information attached relating to the Refund Policy for International Students (pages 5-7 of this document).
- I accept the place offered to me at the Australian National University in the above program and agree to meet the conditions stated in the offer letter.
- Unless I have indicated that I do not require ANU to organise OSHC, I understand that by signing this Offer Acceptance Declaration, I agree to enter into and be subject to the terms and conditions of the Allianz Care Australia OSHC policy. I can access this policy at <https://www.allianzcare.com.au/en/student-visa-oshc.html>.
- I agree to keep the University informed of my current address, mobile phone number, email address and who to contact in emergency situations and I agree that when any of this information changes, I will inform the University within 7 days.
- I acknowledge that if I vary my degree from the one detailed on this offer acceptance declaration my tuition fee liability may vary and I may be invoiced for an additional amount to the deposit.
- I acknowledge and understand that I remain solely responsible for determining whether or not any qualification I seek to obtain from ANU is recognised for any purpose in any jurisdiction.
- I understand that the Australian National University is bound by the Privacy Act 1998 (cth), we collect, hold, use and disclose your personal information to the Commonwealth including the TPS, or state or territory agencies to enable us to meet legal obligations. These obligations include visa and immigration requirements of the Commonwealth. Information that ANU will disclose to these parties includes, but is not limited to your enrolment details, academic progress and contact information. For other situations in which your personal information may be shared, please refer to the Privacy Policy at the policies webpage: [policies.anu.edu.au](http://policies.anu.edu.au).

- I understand and have been informed of the requirements for acceptance into the program, including the minimum level of English language proficiency, educational qualifications or work experience required, and program credit if applicable.
- I understand and have been informed Program content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods.
- I understand and have been informed of program duration and key academic dates <http://www.anu.edu.au/directories/university-calendar>.

**By completing this form, I acknowledge that I have read and agree with the statements above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please note: If you are under 18 years of age, this declaration must be signed on your behalf by your parents or a person(s) who has legal custody of you. Applicants under the age of 18 need to provide details of their guardianship arrangements. See <http://www.anu.edu.au/study/apply/international-students-under-18-years-of-age>*

Parent's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**When we receive this form and payment has been processed, we will send you a copy of the electronic Confirmation of Enrolment (eCoE) which will allow you to apply for a student visa.**



Australian  
National  
University

Student Administration & Records Division of  
Student Administration and Academic Services

135 ANU

[student@anu.edu.au](mailto:student@anu.edu.au)

Acton ACT 2601 Australia

[www.anu.edu.au/students/program-administration/  
costs-fees](http://www.anu.edu.au/students/program-administration/costs-fees)

CRICOS Provider Number: 00120C

## REFUND POLICIES

### Purpose

This policy sets out the principles for refunds of tuition fees for students.

### Overview

This policy sets out the principles and policies for student refunds.

### Scope

This policy applies to all students, and staff who administer refunds.

### Policy statement

1. Student refunds (full or partial):
  - a. Are given where a student has paid a tuition fee deposit or paid tuition fees, and then withdraws from the program and/or course(s) prior to the relevant census dates;
  - b. Are consistent with the:
    - Education Services for Overseas Students Act 2000 (ESOS Act);
    - The National Code of Practice for Providers of Education and Training to Overseas Students (the National Code);
    - The Higher Education Support Act 2003; and
    - University legislation.
  - c. Are normally made in the same currency as the fees were originally paid.

## REFUND PROCEDURE

### Purpose

This procedure covers the process for administering refunds of tuition fees and tuition fee deposits.

### Refund Application

1. Requests for a refund of tuition fees or a tuition fee deposit are submitted on the relevant form
2. Refund requests are accepted after, or at the same time, as the request that creates an overpayment of tuition fees or the tuition fee deposit by the student.
3. Refund requests are processed within 20 working days, unless one of the following apply:
  - Delays in a program withdrawal or leave being approved;
  - An appeals process is not yet finalised; or
  - Incorrect or incomplete information is provided on the refund application form.
4. The Student Administration & Records Office notify students of the outcome of the refund application request.
5. The University is not liable for any financial loss incurred by students where:
  - payments are refunded in the same currency in which they were originally made;
  - the student provides incorrect bank account details to the University; and/or
  - the student's nominated bank does not accept the foreign currency specified by the student.

### International Students: New Students

6. New international students are:
  - a. overseas students as defined in the Higher Education Support Act 2003; and
  - b. enrolled at the ANU for the first time in a given career; and
  - c. who are in their first semester, trimester or session of a program.
7. New international students who pay all or part of their tuition fee are eligible for a refund of all or part of that fee based on the category they fall into below.
  - a. A full refund will be paid:
    - Where an offer of a place is withdrawn by the University, or the University is unable to provide the program (unless the offer is withdrawn on the basis of incomplete or incorrect information provided by the student);
    - Where a student's visa application or request to transfer from another institution to ANU is refused and students provide evidence of the refusal to the University. Students provide the decision record from the Department of Home Affairs in the case of a visa refusal.
    - Where a student attempts to but fails to meet any one of the conditions stated in the offer letter and is not permitted to enrol.
  - b. In the following circumstances, a fee is retained by the University. The amount of the administrative fee is reviewed annually and published at <http://www.anu.edu.au/students/program-administration/costs-fees/fee-refunds>:
    - A student who cancels their place in a program or withdraws in writing at least four weeks before the program commences, is refunded the program fees paid, less the administrative fee amount.
    - A student who cancels their place or withdraws from a program in writing less than four weeks before the program commences, up until the first census date, will be refunded the program fees paid, less the administrative fee amount.
    - A student enrolled in a non-standard session (e.g. Summer, Autumn, Winter, or Spring session) and who withdraw from all courses for whatever reason, are eligible for a refund for those courses whose census dates have not passed, less the administrative fee amount.
8. Where the University withdraws an offer of a place on the basis of incomplete or incorrect information provided by the student, the student is refunded the program fees paid less the administrative fee amount.

### International Students: New Students Deferring an Offer of Admission

9. In the following circumstances, a fee is retained by the University. The amount of the administrative fee is reviewed annually and published at <http://www.anu.edu.au/students/program-administration/costs-fees/fee-refunds>.
10. New international students who defer their offer at least four weeks prior to the program start date are entitled to a refund of the program fees paid, less a security equal to the administrative fee. This security is held on the student's account. If the student later cancels their offer they forfeit the amount as it covers the administrative fee.
11. Students who defer their offer less than four weeks prior to the program start date, are entitled to a refund of the program fees paid, less a security equal to the administrative fee. This security is held on the student's account. If the student later cancels their offer they forfeit the amount as it covers the administrative fee.
12. Students who commence their program after deferring their offer are required to repay the deposit less the amount that is kept by the University as security.

### International Students: Continuing Students

13. Continuing international students are:
  - a. Students who are defined as overseas students in the Higher Education Support Act 2003, and
  - b. have been enrolled in a previous session at ANU; and
  - c. are continuing this session in either the same program, or have transferred to a new program in the same career.

14. Continuing students who withdraw from course(s) before the relevant course census date(s), are eligible for a full refund of the tuition fees paid for the course(s).

15. Continuing international students who withdraw from course(s) after the relevant course census date(s) are not eligible for a refund unless a late withdrawal application is approved, in accordance with the Late withdrawal policy and procedure.

#### **International students who obtain Permanent Resident status in Australia**

16. Students granted permanent resident status in Australia pay either the student contribution in accordance with Higher Education Support Act 2003 (HESA), subject to eligibility and availability, or full domestic tuition fees (DTF).

17. Permanent resident (PR) status is recognised from the date proof of PR status is provided to the university, not the date on which the application for permanent residency is made or granted.

18. Students who have already paid the tuition fees applicable to international students for the semester, a refund of these fees (less any agent fee applying to the University) will be paid where students have obtained permanent residence and provided evidence to the university by the census date for that semester; and either:

- a. satisfied section 36-40 of the HESA Act : that is, have completed a Request for Commonwealth Support form on or before the course census date, or
- b. have made arrangements with the University to pay fees as a domestic student.

19. Student who obtain permanent residence status after the census date in a semester are classified as international students for the remainder of that semester and are liable to pay the tuition fees applicable to international students for that semester. From the following semester, the student is classified as a permanent resident and is liable to pay either the student contribution in accordance with HESA guidelines or full fees applying to domestic students.

International Students: Overseas Student Health Cover (OSHC)

20. On-shore international students contact Allianz Care Australia directly to request a refund. Students eligible for a refund provide Allianz Care Australia with student visa and flight details before leaving Australia at the end of a program of study.

21. Off-shore international students who are no longer attending the University request a refund of OSHC from the Student Administration & Records Office. ANU cancels the Confirmation of Enrolment (CoE) and students are advised when this has occurred.

22. Sponsored international students who do not have OSHC paid by their sponsor contact Allianz Care Australia directly to request for a refund.

23. Sponsored international students who have OSHC paid by their sponsor do not request a refund as Allianz Care Australia liaises with the University to refund the premium to the sponsor.

#### **Domestic Students**

24. Students who voluntarily withdraw from a course before the course census date do not incur a tuition fee liability for the course from which they have withdrawn and are eligible for a full refund of tuition fees paid.

25. Students who withdraw from a course after the course census date incur a tuition fee liability for the course and are not entitled to a refund unless a late withdrawal application is approved, in accordance with the Late withdrawal policy and procedure.

#### **Student Amenities Fee (SA-Fee)**

26. Students who, prior to the census date of their course(s), voluntarily withdraw from their program, take program leave from a session of study or withdraw from all their courses in a session of study, are not liable for the SA-Fee for that session of study. Where the SA-Fee was paid upfront to the University the student is eligible for a refund of the amount paid for that session; or if the student opted to obtain a SA-HELP loan, they are no longer liable.

27. Students who, after the census date of their course(s), voluntarily withdraw from their program, or withdraw from all their courses in a session of study, remain liable for the SA-Fee in that session of study and are not be refunded their SA-Fee where paid upfront or remitted their SA-HELP debt where this has been deferred. Students remain liable for the SA-Fee whether or not they are approved for a late withdrawal and qualify for a refund or remission of some or all tuition fees.

#### **Appeals**

28. Students may lodge a written appeal against a refund decision, addressed to the Registrar, Division of Student Administration, outlining the grounds for appeal and addressing the reason(s) for the decision not to provide a refund.

c. Appeals are submitted to [appeals@anu.edu.au](mailto:appeals@anu.edu.au) within 20 working days of the notification of the outcome of the original request.

29. The Registrar considers the request and advises the student of the outcome in writing.

30. Students may lodge a written appeal against the decision of the Registrar, Division of Student Administration, to the Deputy Vice-Chancellor on procedural grounds only.

31. Procedural appeals are submitted to [appeals@anu.edu.au](mailto:appeals@anu.edu.au) within 20 working days of the notification of the decision of the Registrar, Division of Student Administration.

32. The Deputy Vice-Chancellor advises the student of the outcome of the procedural appeal in writing.