

REFUND APPLICATION FOR LIVING EXPENSE

Version 4

Student Detail			
Student Name		Student ID	
DOB:	<i>(If student is under 18, parents must be contacted)</i>		
Visa Type	<input type="checkbox"/> Visitor/Working holiday visa	<input type="checkbox"/> Student Visa	<input type="checkbox"/> NZCZ/PR
Current class	<input type="checkbox"/> General English	<input type="checkbox"/> NZCEL Level 4	<input type="checkbox"/> Others _____
Date Enrolled	<i>Day / Month / Year</i>	Course End Date:	<i>Day / Month /</i>
Amount of refund:	NZD\$ _____ <i>(Please estimate the refund if you do not know the exact amount)</i>		
Bank Detail			
Account Name:			
Account Number:			
Student Signature		Date	<i>Day / Month / Year</i>
OFFICE USE ONLY			
<input type="checkbox"/> Parents have been contacted and approved for Refund <i>(For students under 18)</i>			
<input type="checkbox"/> Parents have NOT been contacted and approved for Refund <i>(For students under 18)</i>			
Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	
General Manager: (Signature)		Date:	<i>Day / Month / Year</i>
Comments: <i>(if relevant)</i>			

Refund Processed (Finance to complete)			
Actual Fees Refund	NZD\$ _____		
Finance signature:		Date:	<i>Day / Month / Year</i>
Comment:			
<p>Note: <i>Students under 18 years of age must provide either proof of enrolment in another school or proof that they are returning home before withdrawal can be approved. If this proof is not provided, withdrawal must be declined until arrangements for one of these have been made.</i></p>			