

Student Refund Application Form

Version 6

Student Detail			
Student Name:		Student ID:	
Date of Birth:	<i>(If student is under 18, must provide parents'/caregiver approved letter)</i>		
Email:		Phone Number:	
Address:			
Visa Type:	<input type="checkbox"/> Visitor <input type="checkbox"/> Work Visa <input type="checkbox"/> Student Visa <input type="checkbox"/> NZCZ/PR <input type="checkbox"/> Other _____		
Current Course:	<input type="checkbox"/> General English <input type="checkbox"/> NZCEL Level 4 <input type="checkbox"/> Other _____		
Course Start Date:		Course End Date:	
Request for Refund:	<input type="checkbox"/> Tuition Fee <input type="checkbox"/> Living Expense <input type="checkbox"/> Airport Pick up Fee <input type="checkbox"/> Insurance Fee <input type="checkbox"/> Other Fee _____		
Reason for Refund: <i>(Please state clearly)</i>			
Amount of refund:	NZD\$ _____		
Refund Payment:	<input type="checkbox"/> Direct Debit <input type="checkbox"/> Bank Cheque <input type="checkbox"/> Transfer to other course/subject(s)		
Bank Detail			
Account Name:			
Account detail: <i>(if prefer direct debit)</i>	Bank name: Account name: Account No. Bank Address Swift Code:		
Student Signature:		Date:	<i>Day / Month / Year</i>
Management Use Only			
<input type="checkbox"/> Parents have been contacted and approved for Withdrawal <i>(For students under 18)</i> <input type="checkbox"/> Completed Withdrawal Application Form, if request for tuition fee refund.			
Outcome:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined		
GM Signature:		Date:	<i>Day / Month / Year</i>
Comments: <i>(if relevant)</i>			
Finance Use Only			
Actual Fees Refund: NZD\$ _____	Comments:		
Finance Signature:		Date:	<i>Day / Month / Year</i>