

# REFUND REQUEST FORM

Submit via email to **student-refund@vuw.ac.nz** or in person to the Student Finance Office.

## 1. Personal Details

First Name:

Family Name:

Student ID:

Phone:

Email:

Physical Address:

## 2. Refund Reason

- Cancelled enrolment or application ☐
- Accepted a place at another university ☐
- Overpayment ☐
- Withdrawn from course(s) ☐
- Remaining in New Zealand ☐
- Received New Zealand non-study visa (Proof of new visa required) ☐
- Other (please specify) ☐
- 

## 3. Refund to a New Zealand bank account: Please also attach evidence of your bank account

Account holder name

Bank account number

(please note: this is not the number on your card)

## 4. Refund to an overseas bank account: Please also attach evidence of international bank details ☐

Account holder name

Account holder address

Bank name

Full bank branch address (including country)

IBAN/ Account number

BSB/Sort code/ Routing#/ Transit code/IFSC code

Swift code

**China only:** Contact name

Contact phone

## 5. Administrative Charges

An administrative charge may be applied to your account as per the Fee Policy Appendix D

Refund Charge (For monies totalling between \$1,000 - \$5,000 during an academic year)	Refund Charge (For monies totalling over \$5,000 during an academic year)	International student refund of pre-paid tuition.	English Proficiency Programme withdrawal.	International Transferring Student
\$60 per refund	\$100 per refund	\$1000 per refund	\$200 per refund	\$512 per refund

## 6. Declaration

- By signing this form I confirm I am the above student and that information given is true and correct.
- I understand that my request for a refund will be considered in accordance with the statutes and policies of Victoria University <https://www.wgtn.ac.nz/study/student-finance/fees> and that any refund must be made in accordance with those statutes and policies
- I understand that any outstanding fees and charges may be deducted from the credit amount before any refund is paid and I authorise any such deductions to be made.
- I understand that a handling fee may apply in accordance with clause 4.13 of the Fees Statute
- [www.wgtn.ac.nz/study/student-finance/fees](https://www.wgtn.ac.nz/study/student-finance/fees)
- (For international students) I understand that Immigration New Zealand may be notified of tuition deposit refunds and this may affect my visa application.
- (For international students) I authorise Victoria University of Wellington to refund/transfer the amount on my behalf in the currency of my home country unless specified elsewhere.

Name  Date  Signature

For Administration use only

Domestic and International Refunds:

☐ Originating payment not loan only

☐ Student ID

☐ Passport

☐ Drivers Licence

Eligible: Y ☐ N ☐

☐ Other \_\_\_\_\_

**ID Sighted by:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ ☐

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ ☐

**Processed by:**

Emailed ☐ Banner ☐ Date: \_\_\_\_\_ Refund amount: \$ \_\_\_\_\_

International Refund checks:

Enrolment Status:

☐ EN

☐ RQ/AC

☐ EL

☐ PC/CW

☐ Confirmed insurance refund not due

Proof of Visa status:

☐ Termination of Study Visa  
confirmed with Visa officer

☐ Declined Visa document  
provided

☐ Proof of alternative Visa if  
remaining in NZ

Transferring to different tertiary institution

Offer of Study accepted at:

☐ Offer of Study documents sighted

☐ Institution bank details provided

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Titoko Approval:

Credit balance in Banner: \$ \_\_\_\_\_ Previous refund in 20 \_\_\_\_: \$ \_\_\_\_\_

Refund charges based on the total refunds during the academic year (refund charge):

☐ Between \$1,000 – \$5,000  
(\$60)

☐ Over \$5,000  
(\$100)

☐ Intl pre-paid fees Admin  
(\$1,000)

☐ EPP withdrawal Admin fee  
(\$200)

☐ Intl transferring student  
(\$512)

Student Finance Manager/ Senior Student Fee Adviser:

☐ Approved

☐ Declined

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

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

(Manager, Student Finance / Senior Student Fee Adviser)

Notes: \_\_\_\_\_

\_\_\_\_\_