

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 Withdrawn from course(s)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
- (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:\$ _____

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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: _____

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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: _____
