

Fee Refund Form

1. Student's details

First name/s:	<input type="text"/>	Last name:	<input type="text"/>
Student ID:	<input type="text"/>	Address:	<input type="text"/>
Email:	<input type="text"/>		
Phone:	<input type="text"/>		

2. I would like a refund of my:
 Domestic tuition fees
 International tuition fees
 Other: (please specify)

For term: (tuition fee only)
 Summer School
 Semester One
 Semester Two
 Doctoral
 Quarter One
 Quarter Two
 Quarter Three
 Quarter Four

3. I am requesting a refund for the following reasons: (If your fees were paid by a student loan or training incentive allowance, refunds will be credited to Study Link or WINZ.)

4. How was payment made?
 Internet banking
 Telegraphic/Wire transfer
 Credit card (via Student Services Online)
 Cash/EFTPOS
 Cheque
 Credit card (in person)
 Other:

5. Was the payment made on your behalf?
 Yes
 No

If yes, please provide the name, address and email of the payee to be refunded and their bank account details where the refund is to be credited (see Question 6). In addition, please provide written permission authorising your account credit balance to be refunded to the specified bank account.

Payee name:	<input type="text"/>	Address:	<input type="text"/>
Email contact:	<input type="text"/>		

6. What bank account is the refund to be applied to?

Note: If payment was made by secure credit card via Student Services Online, the refund will be credited to that card.

Account holder's name:	<input type="text"/>	Bank address:	<input type="text"/>
Bank name:	<input type="text"/>	Country:	<input type="text"/>

Bank account number:

For telegraphic/Wire transfer only:

SWIFT/BSB code/ ABA Routing:

or IBAN:

7. Student's declaration

- I have read, understood and accept the conditions of this refund application as outlined on the next page.
- I have provided a copy of my current student visa. (International Students only)
- I have attached proof of the bank account details for the refund, eg, copy of a bank statement.

Name: _____ Date: _____ Signature: _____

8. Form submission

Please attach all relevant information and submit the completed form to the Student Information Centre or International Office or email to collections@auckland.ac.nz

Conditions of refund

Please read the following conditions carefully before applying for a fee refund.

- A. A course fee refund can only be processed if the refund complies with the enrolment dates and regulations published in the University Calendar at www.calendar.auckland.ac.nz/regulations/academic/enrolment-and-programme.html.
- B. I understand that a \$55.00 refund processing fee applies in accordance with the University Fees Statute 2001.
- C. As a new International Student, I understand that an administration fee of \$1000.00 may be charged in addition to a refund processing fee.
- D. Any outstanding amounts due to the University and any applicable costs will be deducted from the refund.
- E. The refund will be made in New Zealand dollars and to the same person or party from whom the payment was received on your behalf.
- F. A refund can only be processed to a credit card if your original fee payment was made using credit card and can only be credited back to the originating card. The University accepts no responsibility if a student does not receive the refund credited to the originating card (including where the card belongs to a third party). After the University has processed the refund, it may take up to ten (10) working days before the refund appears in your account due to bank processing practices.
- G. The student agrees to repay to The University of Auckland on demand any payments credited to the student in error. The University reserves the right to set off the amount of any overpayment made in error against any liability (including any future debt) owing to The University of Auckland by the student.
- H. The refund, when approved, will be paid to the student within ten (10) working days after receipt of the fully completed refund form and relevant documentation required from the student. There may be unavoidable delays experienced when a refund is processed to an overseas bank account.
- I. Where a refund payment is issued to another person, institution or sponsor nominated by you (i.e. "the student"), The University of Auckland shall be deemed to have discharged any obligation in relation to the refund of fees to the student and accepts no responsibility if the student does not receive the benefit of such refund from a person, institution or sponsor nominated to receive the refund payment.

International Office use only

Notes:

Deduct admin fee (\$1000): Yes No NZIS advised: Yes No N/A

Authorised by Name: Date: Signature:

Office use only

Refund via PC banking Refund via DPS online Refund via A/P Refund via cashier (specify): Credit card EFTPOS Cash

Processing fee (\$55): Charged

Receipt number (Departmental refund only) Approved by: Signature:

Total amount payable: .

Authorised by Name: Date: Signature: