

New Zealand College of Business

Student Refund Form



Personal Details (All fields must be completed)

Family Name: _____ First Name: _____ (as shown on passport)

DOB: _____ Gender: Male Female Student visa expiry date: _____

Email: _____ Phone: _____

Refund Reasons

Program withdrawal and leaving NZ^{1,2} (Evidence of student leaving NZ must be provided). Please complete *a,b,c,d,e,f,g,h,i* in **Refund Details** section.

Program withdrawal and transfer to another institution^{1,3} (A copy of your letter of admission to other institution and tuition invoice showing the new Trustee's bank account must be provided). Please complete *a,b,c,d,e,f,g,h* in **Refund Details** section.

Textbook refund. (To eligible for a refund, your textbook(s) must be in a sound condition and with no handwriting notes or marking). Please complete *a,c,d,f,g* in **Refund Details** section.

An overpayment of _____. Please complete *a,c,d,f,g* in **Refund Details** section.

Living expenses (The refund must be made to the student's NZ bank account and a copy of bank statement must be provided). Please complete *a,c,d,f,g* in **Refund Details** section.

Other _____
_____ Please complete *a,c,d,f,g* in **Refund Details** section.

1. This incurs a \$200 administration fee.
2. All tuition fees must be refunded to the original bank account from where the fees were received. Student must provide a copy of bank statement.
3. Tuition fee can be refunded to student's personal account, if the tuition fee to other institution has been fully paid. Student must provide a copy of fee receipt and bank statement.

For additional information, please refer to NZCB refund policies. Terms and conditions are subject to changes.

Refund Details

- a. Refund to Student Parents Third Party
- b. Program Name: _____
- c. Name of Account Holder: _____
- d. Bank Name: _____
- e. Branch Name: _____
- f. Bank Account Number: _____
- g. Account Holder Address: _____
- h. Bank Address: _____
- i. Swift Code: _____

I declare that the information provided on this form is true and correct. I also declare that the refund recipient's details provided on this form are correct and that the refund recipient is the genuine and appropriate person who should receive this refund.

Student Signature: _____ Date: _____

Parent Signature if student is under 18 years of age _____

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| <p>Officer Use Only</p> <p>Total amount to be refunded \$NZ _____</p> <p>Comments: _____</p> <p>Signature: _____ Date: _____</p> |
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