

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.

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.

Refund Details

1. This incurs a \$500 administration fee.
2. All tuition fees should be sent back to the bank account from where the deposit was received. If the refund is to an overseas bank account which did not deposit the funds, an overseas bank account must be in the student's name for any refund to be possible. With all refund requests, student must provide a copy of bank statement and a colour copy of the student's passport.
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.

- 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 _____

Officer Use Only	
Total amount to be refunded \$NZ _____	
Comments: _____	
Signature: _____	Date: _____