



Refund Form

ID Number	<input type="text"/>
Family name	<input type="text"/>
Given name	<input type="text"/>
Email	<input type="text"/>
Mobile	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>

**Refund to New Zealand bank account - you must provide:**

- Verified bank deposit slip or bank statement or internet banking page
- Applicant's full name
- Bank account holder's name
- Bank account number
- For refunds to another person's bank account, you must provide a written agreement from that person. Please ask at reception for information.

**Refund to overseas bank account**

Please ask at reception for information

**Please read carefully**

- \*Refunds will only be paid into a bank account
- \*Refunds cannot be paid without confirmed bank account detail
- \*All refunds incur a NZ\$100 refund fee
- \*Refunds to overseas accounts incur an additional NZ\$30 bank fee
- \*Refund applications may take up to 6 weeks to process

**Declaration:**

- I have read & understood the refund application procedure above

Signature	<input type="text"/>	Date	<input type="text"/>
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Notes

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Date rcvd

- Check student reference
- Invoiced for all homestay?
- Invoiced for all courses?
- Credit processed correctly?
- No outstanding debt
- Credit available?

Amt:

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- Pay sponsor
- Invoiced for refund fee?

Amt:

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Doc:

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Balance:

- INTL ADJ - 30.KC.C04.9259.00

Doc:

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- F1 screenshot attached
- FNO adjusts UO transfer

Processed:

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Date:

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Auth 1:

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Date:

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Auth 2:

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Date:

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- FNO scans and efiles