

INTERNATIONAL STUDENT REFUND APPLICATION FORM



STUDENT DETAILS

Student ID:

Programme:

First Name:

Last Name:

Phone:

Email:

Current Address:

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REFUND REQUEST

Reason for Refund (Please advise why you are applying for a refund of your international tuition fees):

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STUDENT CHECKLIST

- Complete and sign this form
- Attach a copy of your Unitec student ID card
- Attach a copy of your passport and visa
- Current visa:** Student / work / visitor
- Attach a copy / screen shot of bank statement, or bank deposit slip, or online bank statement.
- Attach a copy of all relevant documents (e.g. cancelled student visa, return air ticket, doctor's certificate etc) and list these documents here:

Documents:.....

REFUND OR TRANSFER TO: *Note that refunds can take up to 6-8 weeks for processing*

Higher Education Provider in New Zealand (if you are transferring to another institution)
Offer of place with the bank account details attached

Electronic Funds Transfer (EFT) or cheque in New Zealand:

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Bank

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Branch

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Account

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Suffix

Name of account holder:

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Overseas Bank Account Details - Please print all details in BLOCK LETTERS with correct spacing of account number. Failure to do so can cause considerable delays. Please refer to your bank if you are unsure on the information below.

SWIFT Code (if applicable):

IBAN Code (if applicable):

IFSC Number (for payments going to India):

Bank name:

Bank branch:

Bank address:

Country:

Account number:

Name of Account holder:

Please indicate what currency you wish to receive:

DECLARATION

I declare that the information I have supplied on this form is true, accurate and complete. I acknowledge that the submission of false, incorrect, incomplete, or misleading information may result in cancellation of my refund request, my request being denied or delays in processing.

Student's signature: Date

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RETURN THIS FORM TO : International Support Team (internationalrefunds@unitec.ac.nz)

OFFICE USE ONLY

- Passport and Visa details attached
- INZ Notified
- Refund approved – Type of Refund.....
- Authorised - Director Enrolment and Academic Operations

- Supporting details attached
- Insurance cancelled
- Refund Declined
- Refund Declined letter sent
- Variation of conditions
- Student Notified

Comments and Sign off

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INTERNATIONAL REFUNDS

Students/Ākonga can apply for a refund by filling in a refund form; and together with the documents required, the refund request can be sent to internationalrefunds@unitec.ac.nz for further processing.

- 1.1. There is no automatic right to a refund of Fees if an Ākonga changes their mind about studying at Unitec and the Ākonga wishes to terminate the contract of enrolment.
- 1.2. Ākonga may change from one Course to another Course within the same semester. A direct transfer of Fees will take place if the Ākonga applies to transfer prior to The 10% Date for the original Course. Where the change is to a Course with a higher fee, the Ākonga is liable for the difference. If the change is to a Course of a lower Fee, then the difference will be refunded.
- 1.3. All Ākonga with credit balances on their account will be reviewed on a six-monthly basis and monies will be refunded appropriately.
- 1.4. Where Unitec is unable to proceed with a Programme or Course that a Ākonga is Enrolled in, a 100% refund will be initiated by Unitec.
- 1.5. Where Ākonga owe other fees to Unitec, those fees will be deducted from any refund of tuition fees.
- 1.6. The fee payable by an applicant for credit recognition/cross credits or Assessment of Prior Learning is not refundable in any circumstances.
- 1.7. Where an Ākonga's Application for Assessment of Prior learning or Cross Credit/Credit Recognition in respect of a Course has been accepted after the Class Start Date for that Course in which the Ākonga has attended, Unitec will withdraw the Ākonga from that Course and refund the tuition fees for that Course in full (Unitec reserves the right to off-set any amount owing by the ākonga in relation to the Assessment of Prior Learning or Cross Credit/Credit Recognition against any amount owing by Unitec to the Ākonga). The relevant grade (Assessment of Prior learning or Cross Credit/Credit Recognition) will be recorded on the Ākonga's Academic Record for that Course.
- 1.8. If an Ākonga's contract of enrolment is suspended or terminated due to the Ākonga acting contrary to the Student Disciplinary Statute, they will not be entitled to a refund.
- 1.9. The date on which any request for a refund will be processed is the date the Change Enrolment Request Form is submitted, or Advice in Writing is received by International Student Support Services). Please refer to the definition of Advice in Writing which sets out when communications are deemed to have been received by International Student Support.
- 1.10. Defer enrolment to the next semester. Where the Ākonga defers, the tuition fees paid will be applied against the Fees payable for the next semester. The Ākonga will not be entitled to a refund unless their visa is subsequently declined.
- 1.11. Where Ākonga nō Tāwāhi | International Students wishes to transfer to another institution, they must have Immigration New Zealand (INZ) approval to do so.
 - a) In all instances, Immigration New Zealand (INZ) will be notified.
- 1.12. If Unitec is no longer entitled to enrol Ākonga nō Tāwāhi | International Students, then the Ākonga is entitled to either:
 - a) A refund of the fees paid for services that have yet to be delivered (as determined in the Code of Practise); or
 - b) Have the amount transferred to another education provider in accordance with the Code of Practise.
- 1.13. Refunds will only be held in credit for the calendar year in which the refund has been processed unless otherwise agreed in writing by the Director Enrolment and Academic Operations.
- 1.14. Overpayments will be refunded into the same account from which the funds originated. No exceptions will be granted. Where the originating bank account has been closed, the overpayment will be refunded into the ākonga's nominated bank account in the same jurisdiction as the originating bank account. Any refunds due to overpayments must be authorised by the Director Enrolment and Academic Operations.

SUMMARY TABLE OF INTERNATIONAL STUDENT REFUNDS

Reason for Refund	Documents Required	Dates Received for Completed Refund	Refund amount	Academic Record
Wish to withdraw from Course/Programme	<ul style="list-style-type: none"> ▪ Change Enrolment Request Form through the Student Portal; or ▪ International Student Refund Application Form; or ▪ Advice in Writing sent to International Student Support 	Before the Semester start date	100% Refund of fees minus \$500 admin fee	No grade applied
		After program start date	No Refund	No grade applied
Student Visa has not granted in time to begin Course by the latest start date	<ul style="list-style-type: none"> ▪ Advice in Writing sent to International Student Support 	No later than the latest start date	100% Refund of fees minus \$500 admin fee	N/A
<p>Student Visa for Returning Students:</p> <p>Returning students who are not granted a subsequent visa by Immigration New Zealand on the basis of poor attendance, a breach of academic integrity, unsatisfactory academic performance, and/or late submission of visa application may receive a partial refund, minus an administration fee.</p>	<ul style="list-style-type: none"> ▪ Advice in Writing sent to International Student Support with Official letter from INZ indicating the Declined Extension of the Student visa application. 	No later than the latest start date	<p>The delegated authority decides the amount to be refunded (if any).</p> <p>The agent commission is not refunded</p>	N/A
Resident Visa/ Permanent Residence granted	<ul style="list-style-type: none"> ▪ Copy of Passport and visa label/ E- Visa to be emailed to; studentvisa@unitec.ac.nz 	Before the Semester Start Date	Refer to 2.3.10 of Te Kawa Maio Framework	No grade applied
Short Courses	<ul style="list-style-type: none"> ▪ Advice in Writing sent to International Student Support Services; and ▪ International Refund Application Form 	Before/on the start date	100% Refund	No grade applied
		After start date	No refund of fees	No grade applied
Exceptional/ Compassionate circumstances	<ul style="list-style-type: none"> ▪ Completion of Change Enrolment Request Form through the Student Portal; and ▪ Completion of Application for Exceptional Refund of International Fees Form; and ▪ Documentation supporting the application for a refund 	Within 30 days of the last day of attendance or prior to the last day of the Course whichever is earlier	Discretion of the Director, Enrolment and Academic Operations or Director, Student Success	Dependent on the outcome of the Exceptional Refund application