



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. Reason for refund

I am requesting a refund for the following reasons (if your fees were paid by a student loan then any overpayment will be refunded to StudyLink automatically):

3. Refund details

Method of refund:

- ☐ Refund to credit card * *If payment was made by credit card using Student Services Online, the refund will be processed to that credit card. (go to 4)
- ☐ Refund to bank account

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

N.B. Please attach written permission authorising the refund to the above bank account if you are not the account holder.

Where bank account listed above is not in New Zealand, then please complete below:

Bank holder's full address:	<input type="text"/>
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SWIFT CODE / ABA / IBAN	<input type="text"/>
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4. 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. (If student refund is to be paid into a bank account)
- I request that any outstanding fees and charges owing to the University be deducted from the credit amount before any refund is paid.

Name: _____ Date: _____ Signature: _____

5. 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. Refunds are paid within 20 working days of receipt of the completed refund application.

