REFUND FORM

1. Student's details

First name/s [   ]   Last name [   ]

Student ID [   ]   Address [   ]

Nationality [   ]

Phone [   ]   Email [   ]

2. I would like a refund of my:

☐ Tuition fees   ☐ Accommodation   ☐ Bond   ☐ Other [   ]

3. I am requesting a refund for the following reasons:

Graduation	Withdrawal	Other (please specify)

4. Your bank account details (please complete your preferred option, A or B):

Option A – New Zealand Account Number:

[ ][ ]   [ ][ ][ ]   [ ][ ][ ][ ][ ][ ][ ]   [ ][ ][ ]

Option B – Overseas Account Number
(please note NZ$25.00 bank transaction fee will be deducted from your refund).

[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Name of Account Holder [   ]

Bank: [   ]   Branch: [   ]

Country: [   ]   Branch Address: [   ]

Swift Code: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

5. Student's Declaration
I hereby request IPU New Zealand to refund any Tuition, Accommodation and/or Bond upon completing and handing this refund to Administration Services. If I have any outstanding monies owed to IPU New Zealand, I agree for this amount to be deducted from my bond or refunds.

Signature: _____   Date: _____

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REFUND ASSESSMENT – IPU NZ STAFF SECTION

STEP 1 – Academic Registry Team				
Reason for Refund:				
Calculated Refund (attach supporting documents)	Tuition	Accommodation	Bond	Other(specify)
	$	$	$	$
Payment Due Date				
Processed by:				
Name:		Date:		Signature:

STEP 2 - Finance Team			
	Amount of Refund (taken from above)	Monies owing	Amount Payable
Tuition			
Accommodation			
Bond			
Other (specify)			
		Total Payable	
Processed by:			
Name:	Date:		Signature:

STEP 3 - Approved for Payment by:				
Academic Registry Manager	Signature		Date	
Student Support Manager (if applicable)	Signature		Date	
Finance Manager	Signature		Date	
Assistant BOT	Signature		Date	

STEP 4 – Payment Confirmation			
Payment Date:		Total amount payable:	
Processed by:			
Name:	Date:		Signature:

Copy to Academic Registry

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