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BARCODE HERE

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Please complete this form in black/blue pen only.

Incomplete or unclear forms will not be processed and will be returned.

WHO SHOULD COMPLETE THIS FORM?

- International students applying for fees refund.

The date the International Student Refund Application is received by the University will be the date used to calculate a refund—not the last day of attendance at class. A refund will take a minimum of 3 weeks to process.

AUT University will notify Immigration New Zealand (INZ) if the reason for a refund means that the student is no longer studying at AUT University

THE \$150 ENROLMENT FEE IS NON-REFUNDABLE IN ALL CIRCUMSTANCES.

SECTION ONE PERSONAL DETAILS

1.1 Title Mr Ms Mrs Miss Other

1.2 Surname or family name:

1.3 First name(s):

1.4 Student ID number:

1.5 Date of birth:

1.6 Programme of study:

1.7 Please confirm your current home address.

1.8 Street number and name

1.9 Suburb

1.10 City/Town

1.11 Postcode

1.12 Mobile

1.13 Email

SECTION TWO REASON FOR REFUND

2.1 To enable us to process your application promptly, please describe why you are applying for a refund of your international fees:

2.2 If you are withdrawing from a programme, you will need Faculty confirmation. Please take this form to your Faculty/School and ask them to sign below.

Name of faculty staff member:

Signature of faculty staff member: Date:

SECTION THREE REFUND APPLICATION TYPE

You can apply for a refund under the following seven categories. Please carefully read the information on page 03 of this form to see if you qualify for a refund before completing this form. You will need to supply all documentation requested before an application will be processed.

Please tick one box from the left hand column below. In the right hand column next to the box you have ticked, please tick and supply the following documents with this application form.

Please tick one box from this column.

Please tick and supply the following:

Case 1 - Withdrawal from programme

Faculty to sign section 2 on this form
 A copy of your overseas bank statement

Once complete, go to section five

Case 2 - Offer declined by AUT

A copy of your overseas bank statement

Once complete, go to section five

Case 3 - Failure to receive or maintain student visa/permit

Letter from Immigration New Zealand (INZ) that states reason(s) your student visa/permit application was declined
 A copy of your overseas bank statement

Once complete, go to section five

Case 4 - Permanent Residency

New Zealand Permanent Resident (PR) visa/permit
 A copy of your New Zealand bank slip/statement

Once complete, go to section four

Case 5 - Transferring institution

Formal Offer of Place letter from new institution, and
 Written confirmation of the institution's bank account number
 Faculty to sign section 2 on this form
 Current visa/permit hold

Once complete, go to section four

Case 6 - Overpaid fees

Current visa/permit hold, and
 A copy of your New Zealand bank slip/statement

Once complete, go to section four

Case 7 - Extraordinary circumstances

Supporting information in writing
 Current visa/permit hold
 A copy of your overseas bank statement

Once complete, go to section five

SECTION FOUR DIRECT CREDIT REFUND PAYMENT

Please complete this section if you are applying for a refund under cases 4, 5 and 6 in section three. **Please provide a bank slip/statement to verify the below account number.**

4.1 Account holder name

4.2 Account holder number

4.3 Name of bank

4.4 Branch name

SECTION FIVE TELEGRAPHIC TRANSFER (OVERSEAS)

Please complete this section if you are applying for a refund under cases 1, 2, 3 and 7 in section three. **Please provide an overseas bank statement to verify the below account number.**

5.1 Account holder name

5.2 Account holder contact address

5.3 Account holder contact phone number

5.4 Account holder number

5.5 Name of bank

5.6 Branch name

5.7 Bank address

5.8 Swift code

5.9 Currency

5.10 IBAN Number for European & Middle Eastern countries;
IFSC Code for India or CNAPS Code for China

SECTION SIX STUDENT DECLARATION

By signing below, I declare that the information I have supplied on this form to be true and accurate and that I have read and understood the information provided.

Your signature:

Date:

STUDENT CHECK LIST - HAVE YOU...

- Completed all appropriate sections in this form
- Signed and dated this form
- Supplied all documentation as requested in section three

FOR MORE INFORMATION

If you need help or assistance in filling out this form, please contact the Student Hub. Our friendly staff will be able to assist you through the application process and help answer any queries you may have.

Phone: +64 (09) 921 9779 or 0800 AUT UNI (0800 288 864)

Web: www.studenthub.aut.ac.nz

City Campus
Level 2 (ground entry), WA Building
55 Wellesley Street East, Central City, Auckland

North Campus
AS Building
90 Akoranga Drive Northcote
North Shore City

South Campus
MB Building
640 Great South Road
Manukau City

OFFICIAL USE ONLY

Financial status in Arion

- Insurance checked
- Refund case checked
- Enrolment status checked

STAFF RECOMMENDATION/COMMENTS

STAFF RECOMMENDED REFUND

Recommended amount to refund

- Less \$_____ paper admin fee
- Less \$300 admin

Total amount to refund

Staff Signature

Date:

FEES MANAGER RECOMMENDATION/COMMENTS

FEES MANAGER RECOMMENDED REFUND

- Less \$_____ paper admin fee
- Less \$300 admin fee

Total amount to refund

FEES MANAGER SIGNATURE

DATE:

FEES AND REFUND POLICY

Refer to protocol for payment and refund of fees for further information www.aut.ac.nz/fees-refund

INTERNATIONAL WITHDRAWAL FROM PROGRAMME | TRANSFER TO ANOTHER INSTITUTION

DATE OF REFUND REQUEST	EFFECT	REFUND DUE	ADMINISTRATION CHARGES	ACADEMIC RESULT
More than 7 days before the start of the programme	Cancellation	100% (less admin charges)	\$300 NZD	No result recorded
From 7 days prior to the start of the programme and less than 10% of the programme duration completed	Cancellation	90% (less admin charges)	\$300 NZD	No result recorded
From 10% of the programme duration completed and up to 75% of the programme duration completed	Withdrawal	Nil	Nil	Withdrawn result recorded
After 75% of the programme duration completed	Withdrawal	Nil	Nil	Did Not Complete result recorded

INTERNATIONAL WITHDRAWAL FROM PAPERS

DATE OF REFUND REQUEST	EFFECT	REFUND DUE	ADMINISTRATION CHARGES	ACADEMIC RESULT
More than 7 days before the start of the paper	Cancellation	100% (less admin charges)	The greater of: \$50 NZD; or \$10 NZD per paper	No result recorded
From 7 days prior to the start of the paper and less than 10% of the paper duration completed	Cancellation	90% (less admin charges)	The greater of: \$50 NZD; or \$10 NZD per paper	No result recorded
From 10% of the paper duration completed and up to 75% of paper duration completed	Withdrawal	Nil	Nil	Withdrawn result recorded
After 75% of paper duration completed	Withdrawal	Nil	Nil	Did Not Complete result recorded

Please note:

- The date the International Student Refund Application is received by the University will be the date used to calculate a refund – not the last day of attendance at class. A refund will take a minimum of 3 weeks to process.
- The University reserves the right to request additional supporting information before any refund request is considered.
- The \$150 application fee is non-refundable in all circumstances.
- Bank fees charged by the Forex dealer will be deducted from the refund.
- If you have an outstanding credit held at the University for 2 years or more, please contact Student Centre before completing this form.
- The University will notify Immigration New Zealand (INZ) if the reason for a refund means that the student is not longer studying at AUT University.

A refund of fees can be considered under the following circumstances:

1. Withdrawal from a programme

An international student who wishes to withdraw from AUT University must apply in writing using the "International Student Refund Application Form" and return this to the University.

- Method of Refund: The refund due will be paid by Telegraphic Transfer to a nominated bank account in the student's home country.

2. Place not Offered/Offer Withdrawn by AUT

Except in the circumstances of fraudulent information (set out below), any tuition fees paid (excluding the \$150 enrolment fee) are fully refundable if AUT University:

- Does not offer a place to a student, or
- Withdraws an Offer of Place, or
- Is unable to provide the programme offered

If an offer is withdrawn or AUT University does not offer a place due to fraudulent information supplied by the student, the University reserves the right to retain the programme fee.

- Method of Refund: The refund due will be paid by Telegraphic Transfer to a nominated bank account in the student's home country.

3. Failure to Obtain or Maintain a Student Visa/Permit

A full refund of fees will be issued in the event of a student failing to obtain a student permit/visa, provided:

- The International Student Refund Application is received by the Registry within 7 days of the student receiving notification from Immigration New Zealand (INZ) that their visa has been declined; or
- A student's application for an extension to the visa/permit being refused by Immigration New Zealand (INZ); and
- The student has not commenced study for the relevant period.

In the case where a student has commenced study, and they have not maintained or obtained a student permit/visa, they shall not be entitled to a refund of any fees.

- Method of Refund: The refund due will be paid by Telegraphic Transfer to a nominated bank account in the student's home country.

4. Student is granted New Zealand Resident Status

An international student who obtains permanent residency while studying on a student visa will be entitled to domestic student fees subject to the conditions detailed in the table below.

Where the student has not commenced study* in the next period (ie. term or semester or year) of study in their programme as at the date that permanent residency is granted:	Entitled to domestic fee for the programme of study
Where the student has commenced study in a paper, but the refund period for that paper has not passed as at the date that permanent residency is granted:	Entitled to domestic fee for that paper
Where the student has commenced study in a paper, but the refund period for that paper has passed as at the date that permanent residency is granted:	International fee is payable for that paper
* "commenced study" means the commencement date of the first class in the papers which form part of the student's programme.	

The amount of any refund for a paper shall be the difference between the domestic fee and the international for that paper.

- Method of Refund: The refund due will be paid directly to a bank account nominated by the student.
- Administration Charge: A charge of NZ\$300 will be applied for processing the refund.

5. Transfer to another institution

An international student who wishes to transfer to another tertiary institution must apply in writing using the "International Refund Application Form".

- Method of Refund: The refund due will be paid directly to the relevant institution by a bank transfer, less the bank transfer fees and NZ\$300 administration fees.

6. Overpayment of Fees

An international student is entitled to a full refund of any fees that have been paid in excess of the total fees requested by AUT University on the offer of place. This refund will be granted provided the student holds a current AUT student permit and current Medical and Travel Insurance for the period of study.

- Method of Refund: The refund will be paid directly to a bank account nominated by the student.

7. Extraordinary Circumstances

Pro-rata refunds may be granted in some circumstances. Application for a refund must be made in writing and include supporting information. Such refunds shall be at the sole discretion of the University.

- Method of Refund: The refund will be made by Telegraphic Transfer to a nominated bank account in the student's home country.

You may submit this form and supporting documentation to any of the Student Hubs listed on this form or alternatively by post to:

University Fees Office
AUT University
Private Bag 92006
Auckland 1142
New Zealand.