

STUDENT DETAILS

Student ID	<input type="text"/>	Programme:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>

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 (electronic signatures not accepted)
- Attach a copy of your passport and visa - must be verified by a legal person
- Current visa:** Student / work / visitor
- Attach a copy / screen shot of bank statement, or bank deposit slip, or online bank statement - must be verified by a legal person
- Attach a copy of all relevant documents (e.g. cancelled student visa, return air ticket, doctor's certificate etc.) and list these documents here:

REFUND OR TRANSFER TO: *Note that refunds can take up to 2 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: INR / USD / NZD.....

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 Administrator (international@atc.org.nz)

OFFICE USE ONLY

- Passport and Visa details attached
- INZ Notified
- Refund approved – Type of Refund.....

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

Comments and Sign off

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