



Student Finance  
 Lincoln University  
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 Christchurch, New Zealand

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**REFUND REQUEST FORM FOR INTERNATIONAL STUDENTS**

**A PERSONAL DETAILS (all fields must be completed)**

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Refund request \_\_\_\_\_

Amount of Refund request (subject to confirmation by Student Finance Staff) \_\_\_\_\_

*I declare that the information provided on this form is true and correct. I also declare that the refund recipient's details provided on this form are correct and that the refund recipient is the genuine and appropriate person who should receive this refund.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Receipt of Refund Request Form

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**REFUND FOR OVERPAYMENT** (student still studying at Lincoln, staying in NZ on Visitors Visa or completing) In accordance with the International Student Refund Policy, Lincoln University does not refund international tuition fees to a New Zealand bank account, unless there is a refund for overpayment due.

**B To receive a refund for overpayment, please select one of the following options. Please note that the University prefers to pay by Direct Credit where possible.**

DIRECT CREDIT

Bank account number

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Account Holders Name \_\_\_\_\_

Bank \_\_\_\_\_ Branch \_\_\_\_\_

OTHER

Please specify how and reason why \_\_\_\_\_

\_\_\_\_\_

## WITHDRAWAL FROM STUDY – REFUND OPTIONS

The following administration fees may apply

- \$1,000.00 (inc GST) will be charged to all International students who request a tuition fee refund as a result of a semester cancellation, withdrawal, or transferal to another educational institution, no later than 21 days after the first day of a full semester or 5 days after the start of a summer school or English Language.
- \$500.00 (inc GST) will be charged to students who request a refund but who have not enrolled or fully enrolled. However, students who have been denied a study visa by New Zealand Immigration will not be charged an administration fee.
- \$500.00 (inc GST) will be charged to students who request a refund who have been excluded from study for academic reasons at Lincoln University.

### C Leaving New Zealand:

Fees must be transferred to an overseas bank account. A fee of \$50.00 applies.

Refunds are made in US dollars unless otherwise requested. All fields must be completed below

Account holders name and address \_\_\_\_\_

\_\_\_\_\_

Overseas Banks name and branch address \_\_\_\_\_

\_\_\_\_\_

Bank account number \_\_\_\_\_

BSB number (branch sorting code) \_\_\_\_\_

Swift code \_\_\_\_\_

Iban code (if available) \_\_\_\_\_

### D Transferring to another educational institution in New Zealand

A copy of your letter of admission, including bank account details must be attached. So long as the Institution meets the Foreign Student Policy requirements of Immigration New Zealand, your refund will be made directly to the other Institution

### E All other visas:

If you are staying in New Zealand and have a current Visitors or Work Visa we can refund your money into your New Zealand bank account. Please complete the appropriate section on the front page of this form. A copy of your valid Visitors or Work Visa must be attached

### F New Zealand Permanent Residence

New Zealand Permanent Residence is granted. We can refund your money into your New Zealand bank account. Please complete the appropriate section on the front page of this form. Proof of Permanent Residence status must be provided

### Student Finance Use Only

Checked by \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_