

# International Student Refund Request Form

## Education provider information

Legal entity (e.g., ACNZ Limited)

College name (e.g., South Seas)

## Student information

Student name

Student reference (ID)

Student date of birth (dd/mm/yyyy)

Course name

Course start date (dd/mm/yyyy)

Course end date (dd/mm/yyyy)

Phone number (optional)

## Refund information

Reason for the refund request (please be specific)

Breakdown of who the refund should be paid to

**This refund is to be paid to:**

**Refund requested**

Student

Provider (including retained admin fee)

Other (please specify)

**Total refund requested**

## Refund information (continued)

\_\_\_\_\_  
Date of withdrawal (if withdrawn) (dd/mm/yyyy)

Please complete if a partial refund of the fees is requested

Fee type	Refund requested
Tuition fees	_____
Living expenses	_____
Accommodation expenses	_____
Travel and health insurance	_____
Overpayment of fees	_____

## Bank details

\_\_\_\_\_  
Swift code (bank identifier)

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

\_\_\_\_\_  
Street address of account holder

\_\_\_\_\_  
Name and street address of beneficiary bank (if relevant)

\_\_\_\_\_  
Preferred currency of refund

## Checklist for student:

- ☐ Confirmed that the bank account is the same as the source of the original funds (if paid by bank transfer), or student's own bank account
- ☐ Bank statement that matches the bank account student provided above
- ☐ Colored copy of passport bio page and the page which shows the student signature
- ☐ Signed this refund form on Page 3

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**Signatures****SIGNED** by the Student**CONFIRMED** by a duly authorised  
representative of the education provider\_\_\_\_\_  
Signature\_\_\_\_\_  
Signature\_\_\_\_\_  
Date (dd/mm/yyyy)\_\_\_\_\_  
Name\_\_\_\_\_  
Title\_\_\_\_\_  
Date (dd/mm/yyyy)**SIGNED** by the Student's Parent or Guardian (if the student is under 18)\_\_\_\_\_  
Signature\_\_\_\_\_  
Name\_\_\_\_\_  
Date (dd/mm/yyyy)\_\_\_\_\_  
Occupation

- ☐ The education provider confirms that this refund request is made in accordance with the terms of the provider's early withdrawal and refund policy, which complies with the Education Act, details of which have been provided to the student.

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**Checklist for internal staff use only:**

- ☐ A valid detailed reason for student withdraw and/or refund
- ☐ Authorised representative of the education provider has signed the form
- ☐ Student has signed the form(the signature should be the same as the signature on passport)
- ☐ A copy of student passport attached(including the bio page and signature page)
- ☐ A copy of Bank Statement that matches the account on the refund form
- ☐ Student confirmation of the currency they prefer the refund to be paid in
- ☐ All supporting documentation to be clear and legible

\* If all the information and documentation on the above list are provided, please send this refund form and supporting documents to **international@yooeecolleges.com** for processing and payment.