



Villa Maria College
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LEARN TO PRIZE WHAT IS OF VALUE

REQUEST FOR REFUND FORM – Foreign Fee Paying Student

Students Details	
Student ID:	Date of Birth:
First Name:	Last Name:
Enrolment Start Date	Enrolment End Date
Nature of Request- Select all that apply	
<input type="checkbox"/> Overpayment of Fees Amount:\$	<input type="checkbox"/> Enrolment Withdrawal Amount:\$
<input type="checkbox"/> Unused Accommodation Fees Amount:\$	<input type="checkbox"/> Unused Activity Fees Amount:\$
Total refund requested (in NZD): \$	
Details about refund request: (Use additional pages if needed)	
Student Signature:	Date:
Student Parent/Guardian Signature (if under 18):	Date:
Bank account details – All approved refunds will be paid in NZ\$ to a nominated bank account. (*Transfers to an offshore account will be less bank and associated transfer fees)	
Account Name:	
Bank:	
Branch:	
Bank address:	
Account Number:	
SWIFT number (If International transfer)	
Recipient address:	
Transfer in: NZD\$	

Refund Request Received by:	
Staff Name	Position:
Date Received:	Staff Signature:

Refund Request Outcome:- To be completed by Principal/Executive Officer	
<input type="checkbox"/> Refund approved Amount to be refunded (less any bank transfer fees): \$	<input type="checkbox"/> Refund Declined
Comments:	
Signature	Date: