

# Refund policy for international students

## GENERAL PROVISIONS

Refunds of tuition fees for international students will only be made in accordance with the following policy:

- a. Payment of tuition fees indicates acceptance of a place in a programme at Unitec. By accepting a place in a programme at Unitec, a student enters a contract with Unitec for the period that tuition fees have been paid. All students may pay the tuition fee for one year in two instalments except that students in the following categories must pay the full-year tuition fee in one instalment prior to commencement of study: for full-year non-semesterised programmes, or in cases where Immigration New Zealand (INZ) regulations require payment of one year's tuition fee in order to be granted a visa. (In these circumstances there is no refund of tuition fees.)
- b. Certificate in Intensive English – students enter a contract with Unitec for the number of weeks indicated in the Offer of Place and must pay the tuition fee for the length indicated.
- c. There will be no refunds for Summer School.
- d. Students (with the exception of Certificate in Intensive English students) who wish to defer to the following semester must notify Unitec no less than two weeks prior to the programme commencement. Certificate in Intensive English students who wish to defer to the following term must notify International no less than two weeks prior to the term commencement.
- e. There is no automatic right to a refund of fees if a student changes his/her mind about studying at Unitec.
- f. If an international student is on a Unitec student visa and fails to enrol there will be no refund for the period the visa was granted.
- g. No refunds will be given after programme commencement. For Certificate in Intensive English students programme commencement means the initial start date of the programme (as stated in the original Offer of Place letter). If a student wishes to extend this programme there will be no refund granted once payment is made.
- h. All applications for refunds must be on the International Application for Refund form. For students (with the exception of Certificate in Intensive English students) supporting information must be submitted in writing. For Certificate in Intensive English students supporting documentation must be supplied and given to the Department of Languages.
  - i. Refunds will be paid in NZ dollars OR by cheque,
    - i. sent to the applicant's agent, or
    - ii. sent to another institution, if requested in writing with the applicant's signature and supported by evidence of an offer of place by the other institution, or
    - iii. under special circumstances paid directly into a nominated bank account.

Applications for refunds will be considered under the following categories, which may require supporting documentation.

Full refunds will be given where:

- a. INZ has refused to grant an initial Student Visa for study in New Zealand;
- b. INZ has refused to extend a Student Visa;
- c. Unitec is unable to proceed with the programme or classes offered.

Full refunds will either be sent to the agent (in the home country if applicable) on sighting evidence that the student concerned has returned to their home country, or on sighting a changed visa (e.g. Visitors Visa or Work Permit) the refund can be given to the student in New Zealand. In all instances, INZ will be notified.

## OTHER REFUNDS

- a. An international student in semesterised programmes who gains Permanent Residency will not receive a refund of fees for the semester in which residency is granted. However, they will be treated as a New Zealand Permanent Resident for the following semester and refunded any international fees paid beyond the semester in which residency was granted.

- b. A Certificate in Intensive English student who gains Permanent Residency during the initial enrolment period (as stated in the Offer of Place letter) will not receive a refund of fees.
- c. International students in programmes designed with full-year non-semesterised courses (offered as two classes – semester A and semester B) must pay the international fees for the full year, and there will be no refund of tuition fees for that year even if Permanent Residency is granted during that year.
- d. If a student wishes to withdraw from their programme and an International Application for Refund is received no less than two weeks prior to the semester start date, a refund of 80% of tuition fees will be given. There will be no refund for International Applications for Refunds received after this time. All refunds will either be sent to the agent (in the home country if applicable) on sighting evidence that the student concerned has returned to their home country, or to the student in New Zealand on sighting a changed visa (e.g. Visitors Visa or Work Permit). In all instances, INZ will be notified. For students transferring to other institutions see 'e'.
- e. If a student wishes to transfer to another institution and an International Application for Refund is received no less than two weeks prior to the semester start date, 70% of the tuition fees will be refunded. There will be no refund for International Applications for Refunds received after this time. An offer letter from the other institution will be required for the refund to be arranged. The refund will either be sent directly to the institution or, on sighting a Student Visa for the other institution, the refund can be given to the student in New Zealand. INZ will be notified.
- f. Approval for refunds on a compassionate basis in exceptional circumstances (such as serious illness, etc) may be granted. The amount of the refund will be at the discretion of the International Director. The student must provide a completed application for a Variation of Enrolment or withdraw online.

## SUMMARY OF INTERNATIONAL STUDENT REFUND

The following table summarises the policy above and provides supplementary details. Note: If there is a conflict between the table and the policy, the policy wording prevails.

Reason for wanting a refund	Information student must provide	Refund application must be received by International	Amount of refund
A student visa was not granted	An official letter from INZ indicating the rejection of the student visa application	At any time	Full refund
Extension of student visa is not granted	An official letter from INZ indicating the rejection of the student visa application	At any time	Full refund
Unitec is unable to proceed with the programme or course	Information on which programme/course they were enrolled in	At any time	Full refund (however if the student transfers to another institution, the refund will be sent to that institution)
No longer wish to study at Unitec (does not include transferring)		No less than two weeks before the semester start date	80% of fees paid
Transferring to another institution	Evidence of an unconditional offer of place for the other institution	No less than two weeks before the semester start date	70% of fees paid
Compassionate reasons (serious illness etc)	Documentation supporting your application for a refund and a completed application for Variation of Enrolment or withdrawal online	At any time	At the discretion of the International Director
Permanent Residence is granted	Passport and visa	At any time	See note under <b>Other Refunds</b>
Summer School			No refund

The information provided is correct as at May 2009 and is subject to review.

## International student application form for academic and/or English language programmes



Complete this form and send it, with supporting documents to  
Unitec International, by **email: [international.applications@unitec.ac.nz](mailto:international.applications@unitec.ac.nz)**  
(please do not use any other email address)  
or by **courier:** Building 48, Entry 3 off Carrington Rd, Mt Albert, Auckland, New Zealand  
or by **mail:** Private Bag 92025, Auckland 1026, New Zealand

### Personal details

Family name	First name(s)
Date of birth: (day/ month/ year)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Citizenship (as shown in passport)	Ethnicity
Passport number	Issue date
	Country of birth
Expiry date	
Contact address details: (in New Zealand or overseas)	Contact address details 12 months ago: (in New Zealand or overseas)
Telephone/mobile number:	Telephone/mobile number:
Email address:	Email address:
Name/Stamp of Agency:	Which of the following most influenced your decision to apply to Unitec? <input type="checkbox"/> Advertising (TV/radio/newspaper) <input type="checkbox"/> New Zealand High Commission/Embassy <input type="checkbox"/> Education exhibition/fair <input type="checkbox"/> www.unitec.ac.nz <input type="checkbox"/> Family/friend <input type="checkbox"/> Agent <input type="checkbox"/> Other
Country where application is submitted:	
Emergency contacts: One of these contacts must be from your home country.	
Name:	Name:
Relationship to you:	Relationship to you:
Telephone/mobile number:	Telephone/mobile number:

PART A

### English language applications

<p><b>Please tick the box(es) that apply to you:</b></p> <p><input type="checkbox"/> Academic IELTS/TOEFL test (less than 2 years old) Date of IELTS/TOEFL test: _____ Result attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> English is my first language/all my education has been taught in English (you must provide evidence of this)</p> <p><input type="checkbox"/> I only want a conditional offer of place from Unitec</p> <p><input type="checkbox"/> I want to study English at Unitec. (Complete the details on the right)</p>	<p><b>I would like to apply for:</b></p> <p><input type="checkbox"/> <b>CERTIFICATE IN INTENSIVE ENGLISH</b> Start date (eg 25 Jan 2010): _____ No. of weeks requested: _____ (each term is 10 weeks)</p> <p><input type="checkbox"/> <b>DIPLOMA IN ENGLISH (ADVANCED) (requires minimum IELTS 5.0)</b> <input type="checkbox"/> 22 February 2010 <input type="checkbox"/> 19 July 2010 No. of semesters requested: _____</p>
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PART B

### Academic applications: programme of study

Refer to the International Prospectus (or [www.unitec.ac.nz](http://www.unitec.ac.nz) > Programmes > International) for details of programmes, start dates, and entry requirements. Choose 1-2 programmes you would like to study and list them in order of preference. If you do not meet the entry requirements of your preferences, we will automatically assess your eligibility for an available pathway programme within the relevant area. If you do not meet the English requirement for the academic programme you are applying for, we will provide a conditional offer.

	ACADEMIC PROGRAMME	MAJOR (if applicable)	Start date (e.g. Feb.2010)
First Choice			
Second Choice			

PART C

### Study History

PART D

#### Last year of Secondary (High) School

Qualification	Institution	Country	Year completed

#### Tertiary studies (university or other study after leaving school).

What is the first year you enrolled in a university or other tertiary institution in any country? \_\_\_\_\_

Qualification e.g. BA	University/Tertiary Institution	Country	Completed Yes No	Year completed
			<input type="checkbox"/> <input type="checkbox"/>	
			<input type="checkbox"/> <input type="checkbox"/>	
			<input type="checkbox"/> <input type="checkbox"/>	

### Special needs

PART E

Please complete this section if you live with the effects of significant injury, long-term illness or disability. Unitec seeks to provide an equality of opportunity for all students.

I require special needs support.

Please specify your type of injury, illness or disability (e.g. blindness): \_\_\_\_\_

### Scholarship applications (academic programmes only)

PART F

Are you applying for an NZAID scholarship?  Yes  No

Are you applying for another scholarship?  Yes  No Please specify \_\_\_\_\_

### Cross-credit/credit recognition (academic programmes only)

PART G

Do you wish to apply for cross-credit?  Yes  No

**If yes, please complete the application for credit recognition form (SAF 005) which can be downloaded from [www.unitec.ac.nz](http://www.unitec.ac.nz) > Enrolment > New Students.**

The application must be returned with detailed course descriptions – INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Applications received less than 3 months before the semester starts will be assessed for the following semester. There is no fee for this application.

### Privacy statement

PART H

Unitec collects and stores information about students to comply with various statutes, including the Education Act, the Public Finance Act and the Inland Revenue Act. We also collect and store information to enable us to make decisions regarding your progress, and to provide you with evidence of your academic achievements. It may be disclosed to academic and administration staff where relevant to their duties, and also where relevant to other agencies such as the Ministry of Education, Tertiary Education Commission, New Zealand Qualifications Authority, Ministry of Foreign Affairs and Trade, Career Services, tribal trusts and scholarship providers, Ministry of Immigration, Industry Training Organisations, Industry Licensing and Registration bodies, other tertiary institutions, previous secondary schools and providers of work experience for students in courses with a practical component. Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see [www.nsi.govt.nz/ima](http://www.nsi.govt.nz/ima). In addition, when required by statute, we will release information to government agencies such as the New Zealand Police, Department of Justice, Inland Revenue, and the Accident Compensation Corporation. You have the right to see and correct information which has been collected by us.

### Declaration

PART I

I hereby declare that the information provided by me on this application form is true and correct. I understand that failure to disclose requested information or supplying false information may result in my application/enrolment not being processed or being cancelled. I authorise the INZ and the Department of Labour to provide Unitec with any personal details regarding my immigration status, including any information that I have submitted to the INZ in the course of any visa or permit application. I agree to abide by all Unitec statutes, regulations and policies as may be amended from time to time. I have read, understood and accept the Refund Policy and the Privacy statement above. I agree that before I use the Internet at Unitec, I will familiarise myself with the Unitec communications policy and guidelines on the acceptable uses of the Internet and I will abide by them. I accept that failure on my part to abide by this policy may lead to the termination of my access to the Internet via Unitec and that I may be required to pay any internet-related costs incurred by my actions that do not accord with the policy and guidelines (as well as reasonable costs of recovering these costs). I authorise the use of my computer login code for admission and enrolment purposes. I accept responsibility for all uses of my individual computer login code and I agree not to give my computer login code or password to other users.

Print Name (in English): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PART J

#### Before you submit your form, please check:

- Application form completed and signed by student
- Notarised copy of IELTS/TOEFL test results
- Notarised copy of your passport ID page or birth certificate
- Notarised copy of your academic records from high school and above (in English and original language)
- CV, statement of purpose, work-related references (for graduate/postgraduate programmes)
- Portfolio (if required)

The application is not complete unless the applicant signs the declaration on this page. Applications will not be assessed without this signature.

#### SEND YOUR APPLICATION TO:

**Unitec International**  
 Private Bag 92025, Auckland, New Zealand  
**Phone** +64 9 8154321 **Fax** +64 9 8154301  
**Email:** [international.applications@unitec.ac.nz](mailto:international.applications@unitec.ac.nz)

All applications will be acknowledged. Use the ID number provided by Unitec in all future correspondence with Unitec staff.