

How do I apply for a refund?

If you would like to request a refund, you need to make an application in writing to the Information and Enrolment Centre Manager. You may also need to supply supporting documentation if requested to by the Information and Enrolment Centre Manager.

Applications for refunds in exceptional circumstances should be in writing to the Head of Department.

Refunds will be in New Zealand dollars minus any administration charges and bank fees and may be paid by cheque or bank draft to:

- The student's registered home address in their country of origin; or
- The agent who referred the student; or
- Another New Zealand education institution; or
- The student's bank account in New Zealand; or
- The student.

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