REQUEST FOR REFUND FORM

AKA EDUCATION GROUP

1.0 Student to complete (or staff member who received request)

Student ID:	Date of Birth:
First Name:	Last Name:

Organisation enrolled with: ☐ AEI ☐ Kauri ☐ AGI Education ☐ SRA ☐ ACTS

Person completing this form: ☐ Student ☐ Authorised staff member

Category for refund request: ☐ Student initiated ☐ AKA initiated (non-attendance in first 10 days)

Programme Name:

Enrolment Start Date: (as listed in Offer of Place)	Enrolment End Date: (as listed in Offer of Place)

Nature of request – select which option applies:

☐ Overpayment of fees Amount: $	☐ Withdrawal – eligible for refund as indicated by AKA in the completed form *ENR05 Request for Withdrawal*
☐ Unused Accommodation fees Amount: $	☐ Other, please specify below: Amount: $

Student Signature (if completed by student):	Date:

2.0 Request received by (only complete when an authorised staff member is completing this form)

Staff member name:	Position:
Date received:	Staff member signature:

3.0 Refund Request Outcome – to be completed by Chief Executive

Refund Outcome:

☐ Refund Approved ☐ Refund Declined

Comments:

CE Signature:	Date:

4.0 Student Services to complete – NOTE: for Accommodation or Tuition Fee Refunds, complete Form FIN02 and attach to this form

Amount to be refunded	$

Amount to be refunded from Public Trust: $	Amount to be refunded by AKA: $

Date refund processed to PT or Finance:

Process to be completed:

☐ For Tuition Fee and Accommodation refunds Form FIN02 has been completed and attached to this form.
- o Ensure PT Student Refund Form sent to Public Trust has been uploaded to Athina (if PT is applicable).
- o Scan this form (and Form FIN02 if applicable) and upload in Athina to student's file.

Student Services Signature:	Date: