

Fee Reconsideration

Under Exceptional Circumstances

TO THE STUDENT

Applications to withdraw after the refund period must be accompanied by appropriate evidence. All applications will be considered by the Director Academic, the Director Teaching and Learning and the Manager Academic Records and Administration (or in the case of international students the Director Academic and the Director, Business Development). Applications under exceptional circumstances may involve the following:

- o Illness or injury
- o Compassionate reasons
- o Events beyond the control of the student

If your application is approved you will be granted a refund or transfer of fees as stated below. You must have paid your fees before applying.

Refund	Transfer
Full or partial refund of course fees	Transfer of course fees to the next instance of the same offering

HOW TO APPLY

Complete and attach a Withdrawal Form or Change to Enrolment Form to officially withdraw from any course/s that you have been enrolled in.

Complete this form and attach documentation of appropriate evidence that will verify your reason for withdrawal under exceptional circumstances, this may include: a medical certificate from a Doctor or Health Professional, death notice or letter from a funeral director, other supporting evidence completed by an independent person, eg Minister of Religion, counsellor or NZ Justice of the Peace or similar who can certify the events you describe overleaf. Return your application to:

Domestic Students

Manager Academic Records and Administration

Wellington Institute of Technology

Private Bag 39814, Lower Hutt 5045

International Students

International Admissions Team

Wellington Institute of Technology

Private Bag 39803, Lower Hutt 5045

international@weltec.ac.nz

REFUNDS

You will be notified in writing of the outcome of your application, but please note that:

- A refund may take up to 3 weeks to process
- Any other fees due to the institute will be deducted from your refund
- The refund will be returned to whoever paid your fees.

Refunds to international students will follow the process in the International Student Refund Policy.

TRANSFER OF FEES

If you are granted a transfer of fees to another offering, the start date of the course will be specified. There is no refund if this offer of place is not taken up.

For any queries or further information please contact:

Domestic Students: Student Advisors on 0800 WelTec (935832)

International Students: International Student Advisors on 04 920 2505

Exceptional Circumstances

Use this form if you would like to make a late withdrawal due to exceptional circumstances.

Return to:

Reception at any Campus or **Mail to:** Private Bag 39814, Lower Hutt 5045

0800 935 832

www.weltec.ac.nz

1 PERSONAL DETAILS

Legal Family Name(s)

WeITec Student ID

Legal Given Name(s)

Date of Birth

Day Month Year

Home Address

Postcode

Email

Mobile

Telephone

2 STATEMENT OF EXCEPTIONAL CIRCUMSTANCES

3 DOCUMENTS ATTACHED

- Withdrawal form Documents to support application

4 DECLARATION

I give consent for any relevant details of my condition or personal circumstances to be divulged or discussed with my Doctor or Health Professional or appropriate Institute staff eg Head of School.

Signature of Applicant

Date

OFFICE USE ONLY	Date received ____/____/____	Withdrawing from whole programme Y/N	<input type="checkbox"/> Withdrawal form	<input type="checkbox"/> Contact log
	Application approved Y/N	Withdrawing from course Y/N	<input type="checkbox"/> Documents to support application	<input type="checkbox"/> Academic Record (if relevant)
	Method of Payment:	Last date of attendance: ____/____/____	<input type="checkbox"/> Enrolment History	<input type="checkbox"/> Relevant Emails
	Course start: ____/____/____	Course end: ____/____/____	<input type="checkbox"/> Debt Record	

Signed Director Academic

Date

Outcome

Signed Director Teaching and Learning

Date

Signed ARAU Manager:

Date