



**ANIMATION  
COLLEGE**

## **Withdrawal and Refund Policy**

Withdrawal and refund requests must be submitted in writing to the Registrar. You are required to make an appointment with the Registrar to complete a set of withdrawal forms.

New Zealand Immigration Services will be advised about all international student withdrawal and tuition termination using the “Termination of Enrolment” form located on the NZIS website [www.immigration.govt.nz](http://www.immigration.govt.nz).

### **Domestic Students**

#### *Before eighth day withdrawal period*

Any student may withdraw at any time up to the end of the eighth (8) working day from the course start date of their qualification with a full refund of the paid fees, less NZ\$500 or 10% of the total fees paid, whichever is the lesser.

#### *After eighth day withdrawal period*

All domestic students withdrawing after the first eight (8) working days will be immediately liable for any unpaid fees that they have been invoiced for and any additional unpaid expenses they have incurred. Animation College does not refund fees in part or whole, due to illness, change of circumstance, inability to attend classes or decision to withdraw from the qualification past the eighth working day of the course start date of their qualification.

### *International Students*

All international students may withdraw at any time up to the end of the tenth (10) working day from the course start date of their qualification. The College reserve the right to deduct an amount up to 25% of the tuition fee paid or NZ\$3,000 whichever is lesser for costs incurred and refund the balance of fees.

#### *After tenth working day withdrawal period*

All international students withdrawing after the tenth (10) working day will be immediately liable for any unpaid fees that they have been invoiced for and any additional unpaid expenses they have incurred. Animation College does not refund fees in part or whole, due to illness, change of circumstance, inability to attend classes or decision to withdraw from the qualification past the tenth working day of the course start date of their qualification.

### **(Prospective) International Students ONLY**

Should your visa/permit be declined before the course start date, you will be issued with a full refund of the paid fees providing:

The school has written notification from the prospective international student that they have not been granted an extension on their visa/permit within one week of being issued the letter. The school will also need a verified copy of the letter issued to the prospective international student from New Zealand Immigration.

In the event that their visa/permit application is still being processed after 2 weeks of course commencement, the student will be deferred to the next intake.

### **International Insurance Policies**

Animation College assists international students to select the correct insurance for the (prospective) international student but is not liable for any agreements between the (prospective) International student and their insurance company.

### **Refund Process**

Generally, a refund will be made to the original source of payment unless otherwise specified. Animation College requires that all details needed for refunds (name, bank, bank account number) to be made in writing and submitted to the Registrar. The student will be notified of when their refund will be processed by the Registrar. NB: Animation College is not liable to pay for any overseas transfer fees and charges occurred in any refunds.

### **Return of Course Costs and Course materials**

Refunds will be processed once all course costs and Animation College course/resource materials have been returned and signed off.