

REFUND

All refunds of tuition and other fees to parents / students are at the discretion of the Liston College Board of Trustees. Application for refund must be made in writing to the Board of Trustees using this form, setting out the special circumstances of the claim.

Board of Trustees Refund Policy



Student Name:

Person who paid the fees:

Reason for Refund:

The amount of the Refund:

Nature of refund (eg Tuition fee, Homestay fee)	\$

69 Rathgar Road
Henderson
Auckland 0610
New Zealand

telephone 00-64-9 838 9350
facsimile 00-64-9 838 9809
email international@liston.school.nz
website www.liston.school.nz

TOTAL	

Payee Details:

- Please note: the funds must be transferred to the account the fees originated from, not a NZ Bank account
- Please ensure the information is typed to avoid any delay or discrepancies and the parents have signed the form

Bank Name:
Address of Branch:
Payee / Account holder Name:
Payee / Account holder Address
Account Number:
Swift Code:
Country:
Currency:

Permission:

I hereby authorise Liston College to refund to the above Bank Account:

Signature of Parent:	Date:
Full Name (please print):	
Email Address:	
Telephone:	