



# FIJI NATIONAL UNIVERSITY

P.O. Box 7222, Nasinu, Fiji. Tel: (679) 3394 000 Fax: (679) 3394 003 www.fnu.ac.fj

**Colleges:**  
Agriculture, Fisheries & Forestry  
Business, Hospitality and Tourism Studies  
Engineering, Science & Technology  
Humanities and Education  
Medicine, Nursing & Health Sciences  
National Training & Productivity Centre

## APPLICATION FOR REFUND OF FEES

Direct all correspondence to: Refund Application - "Student ID"  
Department of Revenue & Debt Management  
Fiji National University, Private Mail Bag No. 7222, Nasinu  
Contact: 3394000 Ext. 2952  
Email: RevenueQueries@fnu.ac.fj

### PERSONAL DETAILS (Those marked with \* are mandatory)

Student ID\* \_\_\_\_\_

Surname\* \_\_\_\_\_ Given Names\* \_\_\_\_\_

Date of Birth \_\_\_\_\_ Mobile No.\* \_\_\_\_\_

Telephone No.\* \_\_\_\_\_ Email\* \_\_\_\_\_

Course\* \_\_\_\_\_

### PRIVATE/SPONSORED STUDENTS

Are you a sponsored student:  YES  NO

A 'sponsored student' is someone on a scholarship funded by a government or organisation.

If YES, please state the name of your scholarship or name of sponsor: \_\_\_\_\_

Refunds may in some instances be payable to the sponsoring organisation. Please ensure you check your conditions of scholarship before completing this form.

### REASON FOR REFUND REQUEST

Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged at the Fiji National University. Failure to submit all required documents will delay authorisation and processing of refund.

|   |   |
|---|---|
| <b>Reason</b>   | <b>Required documents</b>   |
| <input type="checkbox"/> Withdrawal from course                               | <input type="checkbox"/> Copy of Withdrawal form approved by School   |
| <input type="checkbox"/> Student did not meet condition(s) of offer           | <input type="checkbox"/> Proof of inability to meet conditions <b>(Administrative Fee applies if proof not submitted)</b> |
| <input type="checkbox"/> Student Visa rejected/cancelled                      | <input type="checkbox"/> Copy of letter(s) from the Immigration Department verifying the cancellation/rejection of visa   |
| <input type="checkbox"/> Class(es) cancelled by the University                | <input type="checkbox"/> Confirmation from school   |
| <input type="checkbox"/> Student overpaid/received exemptions/reduced loading |   |

### ELECTRONIC FUNDS TRANSFER (EFT) - BANK DETAILS (Please attach a copy of the bank statement as per the bank details provided on this form)

Name of Bank (Tick which is applicable):  BSP  ANZ  WBC  BRED  BOB

Bank Account Number:

Name of Bank Account Holder \_\_\_\_\_

### STUDENT DECLARATION/SIGNATURE

I hereby affirm the information provided within this form to be true and accurate. I understand that all payments from this time on will be paid according to this information. If any changes need to be made, I will inform the Fiji National University of these changes in writing.

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

### REVENUE & DEBT MANAGEMENT OFFICE USE ONLY

**TOTAL FEES PAID**

|               |          |               |          |
|---------------|----------|---------------|----------|
| Tuition Fee   | \$ _____ | Text Book Fee | \$ _____ |
| Enrolment Fee | \$ _____ | Hostel Fee    | \$ _____ |

AMOUNT TO BE REFUNDED TO STUDENT: \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_ (Name & Signature) Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Name & Signature) Date: \_\_\_\_\_

| Receipt Date | Receipt No. | Actual Amount (\$) | STUDN/CASH/FNPF | GL Code |
|--------------|-------------|--------------------|-----------------|---------|
|              |             |                    |                 |         |
|              |             |                    |                 |         |

### FINANCIAL ACCOUNTING USE ONLY

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cheque No.: \_\_\_\_\_ Initials: \_\_\_\_\_