



How to Refund Unused Club or Individual Funding to the University

To return unused funding to the University, please follow the steps below:

1. Make a payment to the following bank account:

ANZ Bank New Zealand Limited
Victoria University of Wellington
06-0606-0100241-00

Note you may be directed to select one of the below when entering in the VUW bank number

- Victoria University Accommodation
- Victoria University Tuition

You can select either of those, but please note where it requires you to load a number to continue, you must put the payment reference number found in the subject line of the remittance advice email you received from the University Payments Team. You may also need to add zeros to the end of this payment reference number to ensure the mandatory field is populated as required.

2. Include the payment reference number (found in the subject line of the remittance advice email you received from the University Payments Team) in the 'reference' field when making the payment.

3. Email both fsaccount-team@vuw.ac.nz and studentsponsorship@vuw.ac.nz to confirm the payment details, including:

- Amount of the refund
- Original date you received the sponsorship funding
- Date the refund payment was made

4. Once the transfer is complete, send a screenshot of the transaction to studentsponsorship@vuw.ac.nz to finalise your reconciliation.

The image shows an ANZ Bank Deposit Form. At the top left is the ANZ logo and the text "ANZ Bank New Zealand Limited". Below this is "WELLINGTON COMMERCIAL BRANCH" and "1 VICTORIA STREET, WELLINGTON". On the right, the word "Deposit" is printed. The form has several sections: "Date" with a grid for day, month, and year; "Notes" with a grid; "Coins" with a grid; "Sub Total Cash" with a grid; and "Cheques as per reverse" with a grid. There is a section for "Teller's initials and stamp" and a section for "For credit of" with a grid. The "Paid in by (first and last name)" section is filled with "VICTORIA UNIVERSITY OF WELLINGTON". At the bottom, there is a barcode and a grid for the amount in dollars and cents.