**To be completed by student only, please complete all sections, in block capital letters.**

|  |  |
| --- | --- |
| Student ID |  |
| First Name |  |
| Surname |  |
| Address | **Please ensure that your address details on myUniHub are correct.**  |

 **Type of refund**

 Tuition Fees  Nursery  Summer School  Accommodation Other 

 **Reason for refund**

|  |  |  |  |
| --- | --- | --- | --- |
| Withdrawal – *please state date of withdrawal* |   | Date: |       |
| Visa refusal – *please attach sign visa refusal letter* |   |
| Sponsorship – *please attach purchase order or sponsor letter* |   |
| Other reason – *please specify* |   | Reason: |       |
| **Please ensure that documentation is supplied where requested, as refund cannot be made if it is not provided** |

 **Original payment method**

 Please indicate how the original payment was made. Cheque  Cash  Credit/Debit Card  Bank Transfer

 **Bank Details**

**Refunds of cheque and cash payments will be made by bank transfer. Card refunds will always be made to the card on which the original payment was made.**

|  |  |  |
| --- | --- | --- |
| Enter the name of the bank account holder | Account Holder Name |  |
| Enter the name of the bank | Bank Name |  |
| Enter the address of the bank | Bank Branch Address |  |
| **Bank Account Details - UK bank account** |
| Enter the 6 digit Sort Code number | UK Sort Code |  |  | **-** |  |  | **-** |  |  |
| Enter the 8 digit account number | UK Account Number |  |  |  |  |  |  |  |  |
| If your bank uses a roll number enter it here | UK Roll no: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bank Account Details – Overseas bank account ( your bank will be able to provide all details required to transfer funds)** |
| The IBAN code consists of letters and numbers.The Swift/BIC code will contain 8 or 11 characters.You bank will advise you if they require your payment to be made via a correspondent bank. | Overseas account IBAN code  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Swift code or BIC number  |  |  |  |  |  |  |  |  |  |  |  |
|  | Correspondent bank |       |
| To be completed if your bank require any other references to be quoted | Additional reference |       |
| Signature |  | Date: |       |

 **For use by Financial Services only**

 **Initial checks to be made on receipt of refund request. If the form is not fully completed the student must be contacted by**

 **the person receiving the refund request form.**

|  |  |
| --- | --- |
| Student’s account is in credit and authenticity of the credit has been confirmed |  |
| If a third party is to be refunded, the full name and address of the third party is given |  |
| Funds paid by cheque are cleared |  |
| For BACS payment, bank account details are complete |  |
| Visa refusal letter is attached where necessary. |  |
| Sponsorship letter has been received where appropriate |  |
| All outstanding transactions matched |  |
| **Where necessary amount offset against other outstanding charges** | **£**  |
| **Value of account credit/refund**  | **£**  |
| **Checked By:** | **Date:** |

 **To be completed by the Student Income Team**

|  |  |
| --- | --- |
| Refund approved for payment. |  **Y / N** Delete as appropriate |
| If not approved date returned  |  |
| If refund not approved give reason for rejection. |
| Refund authorised by: | Date Authorised: |

 **MISIS Refunds**

|  |  |
| --- | --- |
| Date BACS refund processed on MISIS |  |
| Semester code  |  | Detail code used |  |
| Input by: |  |

 **IMS Refunds**

|  |  |
| --- | --- |
| Date card refund processed on IMS |  |
| Fund code  |  | IMS receipt number |  |
| Input by: |  |