

Student refund application form

Section 1 Student details *Please print clearly*

Mr / Ms / Mrs (please circle one)

First name	<input type="text"/>	ID number	<input type="text"/>
Surname	<input type="text"/>		
Address	<input type="text"/>		
Email address	<input type="text"/>		
Telephone no	<input type="text"/>	I am a: Home/EU student	<input type="checkbox"/>
		International student	<input type="checkbox"/>

Section 2 Refund details

Reason for refund

Withdrawal	<input type="checkbox"/>	Visa refusal *	<input type="checkbox"/>	SFE funded *	<input type="checkbox"/>	Over payment	<input type="checkbox"/>	Did not meet conditions	<input type="checkbox"/>
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Other (please specify)

I am requesting a refund of

For overpaid fees for	tuition	<input type="checkbox"/>	accommodation	<input type="checkbox"/>	other	<input type="checkbox"/>
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I want the refund to be made to:	myself	<input type="checkbox"/>	third party	<input type="checkbox"/>
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Student Signature Date

Please note that it is your responsibility to cancel or amend any payment instructions held by the University.

** Please provide supporting documentation.*

Section 3 Bank account details. *(Please ensure that correct details are CLEARLY quoted - failure to do so may result in delay and if rejected, charges may also be incurred). Please provide details of the source bank account where the payment was originally made from. Failure to do so will delay refund payment.*

Bank name	<input type="text"/>		
Account holder's name	<input type="text"/>		
Bank Branch / Address	<input type="text"/>		
	<input type="text"/>		
Account number	<input type="text"/>	Sort code	<input type="text"/>
IBAN code	<input type="text"/>	Swift code	<input type="text"/>
<i>(For international students only)</i>		<i>For international students only</i>	

University use only

Approved by	<input type="text"/>	Source bank account	<input type="text"/>
Date received	<input type="text"/>	Update bank details	<input type="text"/>
Debt checked	<input type="text"/>	Checked by	<input type="text"/>