University of Hertfordshire UH

Student refund application form

Section 1 Student details *Please print clearly*

Mr / Ms / Mrs (please circle one)

First name _____ ID number _____

Surname _____

Address _____

Email address _____

Telephone no _____ I am a: Home/EU student ☐ International student ☐

Section 2 Refund details

Reason for refund

Withdrawal ☐ Visa refusal * ☐ SFE funded * ☐ Over payment ☐ Did not meet conditions ☐

Other (please specify) _____

I am requesting a refund of _____

For overpaid fees for tuition ☐ accommodation ☐ other ☐

I want the refund to be made to: myself ☐ third party ☐

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 Please provide details of the source bank account where the payment was originally made from.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 _____

Account holder's name _____

Bank Branch / Address _____

_____

Account number _____ Sort code _____

IBAN code _____ Swift code _____

(For international students only) *For international students only*

University use only

Approved by _____ Source bank account _____

Date received _____ Update bank details _____

Debt checked _____ Checked by _____

Any queries relating to completion of this form, please email refunds@herts.ac.uk