ACCOMMODATION REFUND REQUEST FORM

PLEASE NOTE THAT THE UNIVERSITY ONLY REFUNDS BACK TO THE ORIGINAL CREDIT/DEBIT CARDS AND BANK ACCOUNTS FROM WHICH THE PAYMENT WAS MADE

However, if the original card/bank account is no longer valid, or if payment was made by a third party and you now wish the refund to be reimbursed to yourself, Sections C and D must both be completed. Please note these refunds will only be made via bank transfer.

Student Name: ____________________________  Student Number: ____________________________
E-mail: ____________________________  Contact Tel Number: ____________________________
Student Signature: ____________________________  Date: ____________________________
Reason for Refund: ______________________________________________________________________

Post Graduate Students: I am deferring to the next Academic year; please hold my application fee until then [ ]

**Section A – Original Payment by Credit/Debit Card** [ ]
Refund will be made directly back to the card used originally for payment. If the card is no longer valid please complete Sections C and D

**Section B – Original Payment by Cheque or Cash** [ ]
Cheque Payable to: ________________________________________________________________
Address to send cheque: _____________________________________________________________

**Section C – Original Payment by Bank Transfer or Direct Debit** [ ]
Enter EITHER the UK or International bank details relevant for the refund below:

**UK**
Bank account holders name (Payee Name): ________________________________________________
Bank Name & Branch for refund: _______________________________________________________
Sort code ___________________________ (Six digits)  Account number ___________________________ (Eight digits)

**International**
Bank account holders name (Payee Name): ______________________________________________
Name & Address of Bank for refund: ______________________________________________________
Swift or BIC Code: _______________________________________________________
Full IBAN or Account number: _______________________________________________________

If you have any additional bank information such as a routing / intermediate bank details please attach this information to the refund request form

**Section D – Original payment method no longer appropriate for refund** [ ]
Please provide details and attach evidence why we are unable to refund by original payment method

**Original payment made by Third Party (Agent/Sponsor/Parent)** [ ]
If a third party has paid on your behalf, we will require their written permission to refund you directly. Please attach any supporting documentation as failure to do this will delay your refund. Supporting Documentation Attached [ ]