

Accommodation Services

Refund request

To request a refund, please give your personal details below, and tell us how you made your original payment. Please note that **we can only send the refund back to the debit/credit card and/or bank account from which the payment was originally made**. If your original payment method is no longer available, please use the relevant section below to tell us.

Your details

Full name

Student number

Email address

Phone number

Reasons for refund

Date

Signature

How did you originally pay?**I originally paid by cheque**

Please attach a copy of a bank account statement showing the original payment with full name of the person who made the payment, and enter the address for the cheque to be posted to below.

I originally paid by debit/credit card

A refund will be made directly to the card which was used to make the payment.

I originally paid by direct debit (UK bank account)

A refund will be made directly to the bank account we have on our system.

I originally paid by a bank transfer or Western Union

Please attach a copy of a bank account statement showing the original payment with full banking details of the person who made the payment.

I originally paid by cash

Please attach proof of payment and provide us with full banking details of the person who made the payment. Please note this refund can only be made through a bank transfer.

I no longer have access to my original payment method

Please provide details of why your original payment method is no longer available for the refund. We also ask that you include evidence of the original payment you made, and full current banking details of the person who made the payment.

Please return the completed form to:

Accommodation.Finance@newcastle.ac.uk

For office use only

Allocations Team

Re-let form received

Keys returned

Kx entry complete

Finance Team

Original proof of
payment

Complete bank
details
supplied

Supporting evidence

Information summary

Original payment method

Date of original payment

Original payment amount

Amount to refund

Actions

Actioned by

Date

Authorised by

Date

Processed by

Date