**Student name :**

**AUTHORISATION LETTER**

**Student no :**

Date:

Dear Finance team,

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*student name*) hereby authorise the following representative to receive a refund of RM \_\_\_\_\_\_\_\_\_\_\_\_ on my behalf.

Authorised Person’s information:

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship** |  |
| **Bank name** |  |
| **Account number / IBAN** |  |
| **Swift code** |  |
| **Currency** |  |

I hereby undertake to indemnify and keep indemnified the University against any and all losses, damages, claims or actions whatsoever resulting from the aforesaid authorization.

Thank you.

Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*student name*)