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**Student Refund Request Form**

For information on refunds and refund entitlement please refer to the University’s Catalogue. This can be found online at <https://3d50fu3mup51tmdxz3zef8dq-wpengine.netdna-ssl.com/wp-content/uploads/2018/08/Refunds-and-Withdrawals-Policy.pdf>

Refunds if approved, may take up to 6 weeks to process once we have received all necessary information and documentation.

|  |
| --- |
| **Please complete form in BOLD CAPITAL LETTERS** (additional notes on the reverse)  |
|  |
| **Your Details** |  |  |  |
| Name: |  |
| Student Number: |  |
| Contact Email: |  |
| Contact Telephone: |  |
|  |  |  |  |
| My Fees/Deposits were paid by: |
| Myself |  | An Employer / Sponsor |  |
| My Parents |  | Other |  |
|  |
| If your fees were paid by someone other than yourself please enter that person’s name or the Company name here: |
|  |  |
|  |
| **Refund Method** |  |  |  |
|  |  |  |  |
| In all other cases a refund will be made directly to a Bank Account, details of which must be provided in full below. |
|  |
| Under UK Financial Regulations we must return this payment to the original payee, unless they give us written |
| verifiable permission to make this payment to another account, in the same country that it originated from. |
|  |  |  |  |
| Where the payment was made from an International Bank we are required to refund to the original country of origin. We may require details of an intermediatory Bank, if you know your refund will have to go through an intermediatory account then please provide details in the Extra Comments section. |
|  |
| Account Holders Name: |  |
| Name of Bank/Building Society: |  |
| Address of Bank/Building Society: |  |
| Sort Code (UK)/ Routing Number (US): |  |
| Account Number: |  |
| IBAN (European Accounts Only) |  |
| SWIFT Code (International Accounts Only) |  |
|  |  |  |  |
| **Reason for Refund** |  |  |  |
|  |
| **Please read carefully before completing this section.** |
| Please tick one of the Reasons for Refund below and refer to the corresponding checklist to the right of the selected reason. In order for your Refund to be processed you will need to provide all documentation/information requested. |
|  |  |
| **Yes** | **Yes** |
| Overpayment |  | * Reason for overpayment entered in Extra Comments below
 |  |
|  |  |  |  |
|  |  |  |  |
| Withdrawal |  | * Have you informed your Faculty?
 |  |
|  |  | * Have you completed the student withdrawal form?
 |  |
|  |  | * Reason for withdrawal entered in Extra Comments below
 |  |
|  |  |  |  |
|  |  |  |  |
| Student Loans Company  |  | * Have you attached the Financial Notification?
 |  |
| (SLC) paying my Fees |  |  |
|  |  |  |  |
|  |  |  |  |
| Employer or Other  |  | * Have you already provided proof of your sponsorship? If not please attach.
 |  |
| Sponsor are paying Fees |  | (We are unable to provide a refund until full payment of your fees has been received from your Employer/sponsor) |
|  |  |  |  |
|  |  |  |  |
| Visa Rejection |  | * Have you attached a copy of the full Official Visa Rejection Letter?
 |  |
|  |  | * Have you attached a photocopy of your passport showing the Visa Rejection
 |  |
|  |  | stamp? |  |
|  |  | * Have you attached the original copy of your International Acceptance Letter?
 |  |
|  |  |  |  |
|  |  |  |  |
| Other |  | * Reason entered in Extra Comments below?
 |  |
|  |  |  |  |
| Extra Comments |  |
|  |
|  |
| **Refund Amount Requested:** |  |  |
|  |
| **Terms and Conditions:** |
| I understand that failure to complete this form fully and provide all requested documentation may result in my refund being delayed or refused. |
| Signature : |  | Date: |  |
| **(electronic signature accepted)** |
| **Please return completed form via email to** **refunds@richmond.ac.uk****.** |
| **For Office Use Only:** Checked by Staff Member : |  | Date: |  |
| **Currency: 13-40-09-777 ($) 13-40-09-888(£) Refund Amount**  |