

## Request a receipt for accommodation fee

Please ensure you complete all required fields

Student ID .....

Title .....

First Name .....

Family Name .....

Email .....

Telephone No .....

### Delivery Method

Please post to my home address ☐

Please post to my term-time address ☐

I will collect it from the cashiers office ☐

### Reason for request

Visa ☐

Sponsor ☐

Own records ☐

Other ☐

For the attention of .....

*Where required, enter the name of the person you would like this request to be sent to.*

Please complete and return this form to [studentpayments@bham.ac.uk](mailto:studentpayments@bham.ac.uk) or post to:

The Cashiers counter (located within the Finance Office, B-block of the Aston Webb Building)  
Income Section, Finance Office  
University of Birmingham  
Edgbaston  
Birmingham  
B15 2TT