

Refund Authorisation Form

If you are due a refund of an overpayment that has been made to the University and would like to return a payment to a student. Please be aware they must be currently registered on a programme of study.

Please return this form:

By email refundrequest@contacts.bham.ac.uk
In person Student Fees Enquiry and Income Counter
Room G8, B Block, Aston Webb Building
By post Student Fees, Finance Office,
Edgbaston, Birmingham. B15 2TT.

Payer Details

Payer Name:

Contact Email:

Student Details

Student ID Number:

Student Name:

Payment Details

Payment Category: Accommodation / Tuition* * Circle as appropriate

Payment Method(s): Card (Web or Other*) / Direct Debit / Cheque or Draft / Bank Transfer
Other

Please be aware that:

- If your payment was made by card, the refund will be made back to the original card used. If your card has expired we will contact you; **do not enter credit/debit card details on this form.**
- If you paid via Draft, you will be required to submit a copy of the remittance advice to show the original payer.

Date of Payment:

Amount Paid: £

Refund Requested: £

Refund Reason:

Refund Details

Account Holder(s):

Address:

.....
Sort Code:

.....
Account Number:

.....
Bank Name :

.....
Bank Address:

FOR INTERNATIONAL PAYMENTS:

BIC (SWIFT): **(required)**

IBAN:

I, the original payer, hereby authorise the refund to be paid into the above account details:

Signature(s)

Date