**Refund request form**

To claim a refund, requests must be submitted in writing to the Finance Office, along with any necessary supporting documentation. Please complete the form below, sign and send a scanned copy to: dubaistudentservices@contacts.bham.ac.uk

**ALL DATA/INFORMATION SHOULD STRICTLY BE TYPEWRITTEN.**

**Student Details (all fields are compulsory)**

Student ID Number: ………………………………………………………………………………………………

Student Name: ……………………………………………………………………………………………………

Programme of study:.………………………………………………………………………………………………

Email address: ……………………………………………………………………………………………………..

**Refund Details (all refunds will be made by Bank Transfer)**

Beneficiary’s Account Name: ……………………………………………………………………………..……… Beneficiary’s Address: …………………………………………………………………………………………….

Beneficiary’s Contact No:. …………………………………………………………………………….…………. Beneficiary’s Account No: …………………………………………………………………………….………….

Beneficiary’s Account currency: …………………………………………………………………………………

Bank Name: ………………………………………………………………………………………………………. Bank Address/ Branch: ………………………………………………………………………………………….

IBAN: ………………………………………………………………………………………………………………

BIC/SWIFT Code: …………………………………………………………………………………………………….

Sort Code (for GBP currency only): ……………………………………………………………………………

IFSC Code (for INR currency only): ……………………………………………………………………………

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

Signature(s) …………………………………………………………………………

Date …………………………………………………………………………

**Parental Consent (for students under 21 years old)**

I, …………………………..…………………………………………….... as the mother / father of (name student)

………………………………………… with student ID no:………………………. have no objection to refund

the fees paid on behalf of my son / daughter. I am authorising the above bank details where funds can be transferred to.

Signature: ………………………………………………………………………………………………………………..

Date: …………………………………………………………………………………………………………………….

|  |  |
| --- | --- |
| Office Use Only  |  |
| Official withdraw date:  | Verified by UoB Dubai:  |
| Verified by TSA:  | Amount due (AED):  |
| Comments/ Approval/ Date:  |  |