

## **REFUND REQUEST FORM**

DATE REQUESTED:

I WOULD LIKE TO FORMALLY REQUEST A REFUND OF MY:

TUITION FEES: ACCOMMODATION FEES: OTHER FEES:

(PLEASE TICK RELEVANT BOXES)

I, (student name: \_\_\_\_\_\_) understand that all refunds will be offset against any outstanding fees in the first instance. <u>All refunds will be paid to the original</u> <u>payee by the same method that the payment was made</u>. All cheque / cash payments will be refunded by bank transfer. All bank transfers will be made to the originating bank. If the transfer is to be made to a non-UK bank account, I understand that charges will be deducted.

STUDENT ID NO:
STUDENT SURNAME:
FORENAMES:
ADDRESS LINE 1:
ADDRESS LINE 2:
TOWN:
COUNTY/STATE:
POSTCODE/ZIP:
COUNTRY:
CONTACT TEL NO:

## **UK BANK TRANSFER REFUNDS ONLY**

NAME OF ACCOUNT HOLDER:

BANK ACCOUNT NUMBER:

SORT CODE:

## **INTERNATIONAL TRANSFER REFUNDS ONLY**

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I understand that all bank charges incurred when processing refunds to non-UK bank accounts will be carrier deducted

NAME OF ACCOUNT HOLDER:

BANK ACCOUNT NUMBER:

SORT CODE:

IBAN NUMBER:

SWIFT/ BICK CODE:

CLEARING BANK DETAILS:

If you have any queries in relation to this form, please contact the Receivables Team directly on 020-8417-3333 or alternatively, raise a query in the hub at studenthub.kingston.ac.uk or email AccountsReceivable@kingston.ac.uk