**Tuition FeeRefund Request Form**

For information on refunds and refund entitlement please refer to the University’s Fees Policy. This can be found online at <http://www.uel.ac.uk/essguide/part2/section_l.htm>

Refunds if approved, can take up to 3 weeks to process once we have received all necessary information and documentation. However, during enrolment periods this process may take up to 6 weeks.

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| ***If you are requesting a refund of Accommodation Fees please contact Residential Services on +44 (0)208 223 5094 or email them at*** *reslife@uel.ac.uk* |
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| **Your Details** |  |  |  |
| Name: |  |
| Student Number: |  |
| Contact Email: |  |
| Contact Telephone: |  |
|  |  |  |  |
| My Tuition Fees were paid by: |
| Myself |  | An Employer / Sponsor |  |
| My Parents |  | Other |  |
|  |
| If your fees were paid by another party please enter that person’s name or the company name here: |
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**Refund Method**

If the original payment was made by Debit/Credit card (excluding PayPal) we are legally required to refund that Debit/Credit Card. In all other cases (including PayPal) a refund will be made directly to a Bank Account, details of which must be provided in full below.

***International Students: If you have arrived in the UK, contact our International Students Advice service by email*** ***isa@uel.ac.uk******before you apply for a refund as there may be implications for your student visa.***

Under UK Financial Regulations, we must return this payment to the original payer (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.

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| **Account Holders Name:** |  |
| **Name of Bank/Building Society:** |  |
| **Address of Bank/Building Society:** |  |
| **Account Number:** |  |
| **Sort Code (UK):** |  |
| **IBAN (EU, Saudi Arabia, UAE & Pakistan):** |  |
| **SWIFT(All EU & Int’l accounts):** |  |
| **IFSC Code (All Indian accounts):** |  |
| **ABA Routing Number (All USA/Canadian accounts):** |  |
| BSB Number **(Australian accounts):** |  |
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| **Reason for Refund** |  |  |  |
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| Please tick thereason(s) for refund below. In order for your Refund to be processed you will need to provide all documentation and information requested. |
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| Overpayment |  | * Reason for overpayment entered in Extra Comments below
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| Withdrawal |  | * Have you informed The Hub?
 |  |
|  |  | * Have you included your Student ID Card? (If not, enter reason below)
 |  |
|  |  | * Have you attached proof that you have returned to your home country?
 |  |
|  |  | (International Students Only) |  |
|  |  | * Reason for withdrawal entered in Extra Comments below
 |  |
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| Student Finance England |  | * Have you attached the Financial Notification?
 |  |
| (SFE/SLC) Funded |  |  |
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| Other Sponsor or |  | * Have you already provided proof of your sponsorship? (If not please attach)
 |  |
| Employer Funded |  |  (We are unable to provide a refund until full payment of your fees has been received from your Employer/Sponsor) |
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|  |  |  |  |
| Visa Rejection |  | * Have you attached a copy of the full official Visa Rejection Letter?
 |  |
|  |  | * Have you attached a photocopy of the picture page from your passport?
 |  |
|  |  |  |  |
|  |  | * Have you attached a photocopy of your passport showing the Visa Rejection
 |  |
|  |  | Stamp? |  |
|  |  |  |  |
| Other |  | * Enter reason(s)in Extra Comments below
 |  |
|  |  |  |  |
| Extra Comments |  |
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| **Refund Amount Requested:** | £ | (Leave blank if unknown) |
|  |
| **Terms and Conditions**If you have any outstanding debt to Residential Services we will not process your refund until this has been cleared. |
| If you would like us to use the credit towards this debt please tick here and return this form to us |  |
| I understand that failure to fully complete, sign and provide all requested documentation, information and full bank details (as applicable, for BACS refunds) may result in my refund being delayed or refused. |
| Signature: |  | Date: |  |
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| **Please return completed form to the Credit Control Team, Room EB.G.09, Docklands Campus, University Way, London E16 2RD, alternatively email to****creditcontrol@uel.ac.uk** |
| **For Office Use Only:** Checked by UEL Staff Member |  | Date: |  |
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