**Tuition Fee Pre-Payment Refund Request Application**

In order for the Admissions Team to consider your refund request, you must complete this form electronically and where appropriate, provide all supporting documents (e.g. Visa Refusal of Entry Clearance). Failure to do so will delay or prevent the refund process.

We aim to refund monies to appear in your account within four weeks of receipt of this application. However, during the matriculation periods in September and January, this process may take a further 2 weeks.

Please be aware that completion and submission of this application to the University of Dundee does not in itself imply that your request for a refund will be approved.

**APPLICANT INFORMATION**

|  |  |
| --- | --- |
| **University of Dundee Student ID Number** |  |
| **CAS Number** |  |
| **First name** |  |
| **Surname** |  |
| **Full address** |  |
| **Email address** |  |
| **Course applied for** |  |

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| **REASON FOR REFUND REQUEST**\* *tick one only* |
|  | **Withdrawal of my course by the University** *please confirm which course has been withdrawn* |
|  |
|  | **Visa refusal** *please attach a scanned copy of your full refusal letter and send it to* *contactus@dundee.ac.uk* *along with this completed form*  |
|  | **Extenuating circumstances** *please provide detailed evidence in support of your request, including copies of any relevant documentation and send to* *contactus@dundee.ac.uk* *along with this completed form* |
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| **METHOD USED TO MAKE PRE-PAYMENT**Please tick the relevant box to indicate which method of payment you used to pay your tuition fee deposit. |
|  | Flywire |
|  | International Bank Transfer |
|  | UK Bank Account Transfer |
|  | Cheque |
|  | Debit/Credit Card |

**REFUND ACCOUNT DETAILS**

*We can only reimburse refunds into the bank account from which we received the payment.*

*If you paid by cheque we can only transfer the funds to a bank account so please provide the bank account information below.*

*If you paid by debit/credit card we can only refund to the same card that the original payment was made from - no other payment methods will be refunded to a credit/debit card.*

Please complete bank account and other payment details here:

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| **PAYMENT INFORMATION****BANK DETAILS** *– Complete only if a bank transfer is required* |
| Beneficiary bank account name: |  |
| Beneficiary full postal address: |  |
| Beneficiary email address: |  |
| Beneficiary bank account number: |  |
| Beneficiary bank sort code/IBAN number: |  |
| Beneficiary bank SWIFT code: |  |
| Beneficiary bank name: |  |
| FULL bank address *including postcode/zip code and country*: |  |
|  |
| **INTERMEDIARY BANK DETAILS** *if applicable* |
| FULL intermediary bank name: |  |
| FULL intermediary bank address: |  |
| Account number: |  |
|  |
| **CREDIT CARD DETAILS** *if applicable Debit* |
| Cardholder name: |  |
| Card number: |  |
| Card expiry date: |  |
| Card start date/issue number: |  |
| *Please note: failure to provide full and accurate details in this section may result in University of Dundee being unable to refund your payment. Please ensure all relevant details are entered clearly and correctly.* |

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| **FOR UoD USE ONLY** |
| Student ID Number: |  | Approved **YES/NO** |
| Reason for Approval:  |  |
| Academic School: |  | Amount £ |  |
| School budget code:  |  | Amount £ |  |
| External Relations budget code: |  | Amount £ |  |
| Signature: |  | Total Amount to student £ |  |
| Name: |  | Date: |  |