![Derwent Students logo]

REFUND REQUEST FORM

Student Details (to be completed for 1 & 2)

First Name		Surname	

Derwent Student ID	

Building:		Flat / Room No:	

UK Bank Account holders – complete section 1

Non-UK Bank Account holders – complete section 2

PLEASE NOTE
Failure to provide the information requested in full for either section, will result in the delayed payment of any monies requested

1) FOR PAYMENTS TO UK BANK ACCOUNTS ONLY

Name of Account Holder [a] (person to receive the monies)										
Name of Bank [b]										
Sort Code [c]	■			■			■			
Account No. [d]										

Please provide documentary evidence (E.g. bank statement) to support items [a] to [d] above.

I confirm that the above details are correct to the best of my knowledge at the time of completion, & authorise payment to the named account holder as stated above.

Signed: …………………………………………(Tenant)   **Date:** ……/……../…...

Print Name: …………………………………………

2) FOR PAYMENTS TO NON-UK BANK (International) ACCOUNTS ONLY

Account No. [a]	
Name of Account Holder [b] (person to receive the monies)	
Address of Account Holder (for the person named above)	
Name of Bank [c] (where account is held)	
Address of Bank [d] (where account is held)	
Country (to which country is the payment being made to)	

SWIFT CODE: *NOT IFSC Code* (9-11 digits ~ must have)	

Swift Code Example: **AAAA BB CC DDD**
If last 3 characters are XXX – this is the Head Office of the Bank
Confirm with Bank that this is correct before submitting form

IBAN {NOT IFSC} CODE: [International Bank Account Number] (helpful addition)	

NO other codes can be accepted & without the above payment will be delayed.
Please provide documentary evidence to support items [a] to [d] above

I confirm that the above details are correct to the best of my knowledge at the time of completion, & authorise payment to the named account holder as stated above.

Signed: …………………………………………(Tenant)   **Date:** ……/……../…....

Print Name: ………………………………………….

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Form Completion Verified at Site:

Signed: …………………………………………(Site Rep)   **Date:** ……/……../…....

Print: ………………………………………….