## **REFUND CLAIM FORM**

(FOR NON TUITION FEE REFUND)

The BU refund policy and accompanying notes are below please read in full as failure to complete the form in full will result in a delay in processing the refund

IMPORTANT- Fields marked with asterisk \* are mandatory and must be completed in full.

Part One - To be complete  1. Title (Mr/Mrs/Miss/Ms/O		2. Surname/ Family name *	
3. First or Given Name/s	*	9. Amount of refund claimed *	
5. The Original payer *	See Note 1	6. Original Payment Receipt Number	
7. Address for cheque to be sent * See Note 2			
Post Code			
13. Reason for claiming refund of fees *			
DECLARATION - All the information provided on this form is true and correct			
Signature of applicant *		Date *	
Signature of applicant *  OFFICE USE ONLY		Date *	
OFFICE USE ONLY	ed by SCHOOL or PROFESSIONAL SER\		
OFFICE USE ONLY		/ICE Amount of refund approved £	
OFFICE USE ONLY  Part Two - To be Complete  AUTHORISED - BUDGET MANAGE	-	/ICE Amount of refund approved £ Refund due to cancellation by BU / applicant	
OFFICE USE ONLY  Part Two - To be Complete  AUTHORISED - BUDGET MANAGE	Contact Number	/ICE Amount of refund approved £ Refund due to cancellation by BU / applicant	
OFFICE USE ONLY  Part Two - To be Complete AUTHORISED - BUDGET MANAG	Contact Number	/ICE Amount of refund approved £ Refund due to cancellation by BU / applicant	
OFFICE USE ONLY  Part Two - To be Complete AUTHORISED - BUDGET MANAG	Contact Number  Print  Performance	/ICE Amount of refund approved £ Refund due to cancellation by BU / applicant (please delete as appropriate)	
OFFICE USE ONLY  Part Two - To be Complete AUTHORISED - BUDGET MANAG	Print Performance  Receipt Number  Refund Ref	/ICE Amount of refund approved £ Refund due to cancellation by BU / applicant (please delete as appropriate)  Payment Cleared (Date)	
Part Two - To be Complete AUTHORISED - BUDGET MANAG Signature Part Three - Finance and F	Print Performance  Receipt Number  Refund Ref  Account code	/ICE Amount of refund approved £ Refund due to cancellation by BU / applicant (please delete as appropriate)  Payment Cleared (Date) Credit note	

Please return this form (together with any releany rey@56(e)-5.28829839296iay