

Please complete this form IN FULL. The form MUST be typed. Handwritten forms will not be processed. Return the completed form to: fdrefund@lsbu.ac.uk

Personal details

Surname Student ID number (7 digits)

First name Holder of student visa
Yes No

Course details

Course title School

Year of study Refund amount (£) Approved? If 'No', add amount (£) (*Office use only*)
Yes No

Reason for refund

I have withdrawn or interrupted	I have changed to a course with a lower fee
Payment has now been received from my sponsor	CAS not issued
My tuition fees are being paid by the SLC	Other (explain below)

Receiving your refund

Refunds can ONLY be repaid to the bank account from which the original payment was made. You must provide a copy of the bank statement of the person to whom the refund is being paid.

Please indicate how the original payment was made:

Payment via card through LSBU's online payment portal	Payment through Convera from a payment card*
Payment via bank transfer to LSBU's bank	Other payment method: please specify:
Payment through Convera from a bank account*	

*Please attach evidence of how the payment was made through Convera, e.g. remittance advice.
If payment to Convera was from a bank account, please provide full details (over page).
NB You must ensure that the IBAN and/or Swift Code is correct as an incorrect code will cause delay.

Receiving your refund continued

UK based accounts:

Account holder's name

Account number

Sort code

Student date of birth

Student place of birth

Date of birth of payee (if not student)

Place of birth of payee (if not student)

Overseas accounts:

What country is your bank account held in?

Accounts holder's name

Account number

Swift code

IBAN number

Copy of refund recipient's passport attached

Copy of refund recipient's bank statement attached

You MUST provide evidence of the date and place of birth (eg copy of passport) of whoever the refund is being paid to. If the refund is being made to a third party you must also provide a copy of the third party's bank statement.

Data Protection Act 2018 (DPA 2018)

The data collected on this form will only be used for the purpose of student administration and will be retained securely by the University.

Please note:

- Refunds are made in accordance with the Tuition Fee Regulations that apply for the appropriate academic year.
- Refunds can only be paid back once a student tuition fee account is in credit.
- Special refund arrangements apply if tuition fees were paid by Student Finance England or the Students Award Agency for Scotland.
- Holders of student visas are required to either:
 - Supply proof of having transferred to another full time course of study in the UK

or

- Supply proof of having left the UK (i.e. a flight ticket and boarding card for that flight). Copies of this evidence must be supplied to fdrefund@lsbu.ac.uk.