**UK Bank Details Refund Form**

This form is to be completed to request a refund for tuition or accommodation fees, in which the original payment was made to University College Birmingham from a UK bank account.

**All refunds will be paid back to the bank account the original payment was made from. Refunds will not be paid to alternative payees/bank accounts under any circumstances.**

Please allow up to twelve weeks for your refund to be processed from the date your refund is accepted. It may take longer to accept your refund at busier times of the year.

Please tick the relevant box to show how the original payment was made.

[ ]  Flywire

[ ]  Bank Transfer

[ ]  Debit Card

[ ]  Credit Card

For any payments **not** paid via Flywire, you will need to provide either of the below as evidence of payment as well as completing the below bank details form.

* Bank Statement – This must clearly show the payee’s name, address and the payment transaction to University College Birmingham. It should also clearly show the bank account details, e.g. sort code and account number if a UK statement or an IBAN for European bank statements.

**Please complete your personal details below. All fields require a response**.

|  |  |
| --- | --- |
| Student Name\* |  |
| Student ID\* |  |
| Contact Number with country code: |  |
| Email ID: |  |

**The below details must match the bank account details of where the original payment was made from.**

|  |  |
| --- | --- |
| Account Holders Name \* |  |
| Bank Name \* |  |
| Bank Address\* |  |
| Post Code\* |  |
| Bank Account Number\* |  |  |  |  |  |  |  |  |
| Sort Code\* |  |  |  |  |  |  |

If this form is not completed correctly or if sufficient evidence is not provided, your refund may be delayed. Completed forms and evidence must be sent to refunds@ucb.ac.uk from your student email address.

If you cannot provide sufficient evidence of the original payment, unfortunately, we will not be able to process your refund.

If you have any queries regarding your refunds, please email refunds@ucb.ac.uk.