



Please complete this form in bold capital letters (additional notes on the reverse).

Once completed, please return this form to the Fees and Bursaries Team, c/o Student Life Centre, Student Centre, Southwark Campus. Tel: 020 7815 6181.

Personal details

Surname Student number

First name Holder of student visa?
Yes No

Course details

Course title School

Year of course

Reason for refund

- I have withdrawn or interrupted

Payment has now been received from my sponsor

My tuition fees are being paid by the SLC

Fees paid in full at enrolment – eligible for discount
- I have changed to a course with a lower fee

Other (explain below)

Receiving your refund

<p>By bank transfer direct into your bank account:</p> <p>UK based accounts:</p> <p>Account holder’s name</p> <p>Account number</p> <p>Sort code</p>	<p>Overseas bank accounts:</p> <p>What country is the bank account held in?</p> <p>Account holder’s name</p> <p>Account number</p> <p>Swift code</p> <p>IBAN number</p>
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For overseas bank accounts you must supply evidence of the account number, swift code and IBAN number with your refund request form (e.g. a copy of a bank statement)

By cheque (NB this will take longer to be processed). **Please send the cheque to the following address:**



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 at:

- 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, the Students Award Agency for Scotland or a career development loan provider; in all other cases a refund will always be paid to the student, and not in any circumstance to any third party.
- 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 by **fees@lsbu.ac.uk**
- If you submit the refund request form via a non-LSBU email address, you will need to provide a scanned copy of you I.D. from either your passport, driving licence or national identity card