



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 completed by applicant (Student)

1. Title (Mr/Mrs/Miss/Ms/Other)	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 *

OFFICE USE ONLY

Part Two - To be Completed by SCHOOL or PROFESSIONAL SERVICE

AUTHORISED - BUDGET MANAGER	Contact Number.....	Amount of refund approved £
Signature.....	Print.....	Refund due to cancellation by BU / applicant <i>(please delete as appropriate)</i>

Part Three - Finance and Performance

Receipt Number	<input type="text"/>	Payment Cleared (Date)	<input type="text"/>
Refund Ref	<input type="text"/>	Credit note	<input type="text"/>
General Ledger refunds - Account code	<input type="text"/>	Activity code	<input type="text"/>
AUTHORISED - FINANCE OPERATIONS MANAGER(Signature)	Amount of refund (Actual) £		

Please return this form (together with any relevant documents) direct to the appropriate Academic School or Professional Service, as the claim must be validated before forwarding to Finance and Performance
Please note: all applications must be completed in full, otherwise the request will be rejected and will result in a delay of refund.

ORIGINAL FORMS ONLY ACCEPTED - PLEASE DO NOT DUPLICATE

REFUND POLICY

Note 1 - All refunds will be made to the Person/Organisation/Company or Sponsor who paid the original fee unless a signed letter of authorisation is received from the original payer stating the full name of who the University should refund.

Note 2 - All payments will be refunded in UK sterling by Cheque (drawn on a UK Bank account) or Credit / Debit Card.

The Form must be signed by the applicant.

Refunds will not normally be processed within 30 days in order that the receipt of payment of the fee has cleared the University Bank Account and that Bournemouth University comply with UK money laundering regulations.

Refund cheques will be mailed out 2nd class post.

Money Laundering Regulations: Due to Money Laundering regulations, all refunds must be returned to source. This means that we are obliged to refund in the method that was used to pay. If you pay in cash, and require a refund, we will only be able to do so if you are able to provide proof of where the funds came from. We apologise, as this can often be quite difficult and time consuming but Bournemouth University must comply to UK Money Laundering Regulations