

## STUDENT REFUND REQUEST

### SECTION A: DETAILS OF ACCOUNT PAYER

Name & Surname/Company Name	
Account Payers ID Number:	
Student Number & Student Name:	
Course:	
Campus:	
Contact Number:	
Refund Amount Requested:	
Reason for Refund:	

### SECTION B: BANKING DETAILS

Beneficiary Full Names and Surname:		
Beneficiary ID Number		
Bank:		
Branch:		
Branch Code:		
Account Number:		
Type of Account:		
Country where bank account is held:	South Africa	Other

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Full Names of Account Payer

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Signature of Account Payer

#### Requirements:

- Copy of account Payers ID
- Proof of banking details not older than 3 months
- Proof of Payment made to the Institutes account

**Important Information:**

- Refunds can only be requested by the account payer and may take up to 21 working days to be processed.
- Account verification will be conducted to validate banking details.
- Refunds will only be transferred back to the account it originated from or for government or corporate sponsored students, funds will be refunded to the students account on official written instruction from the sponsor.
- Refund payments cannot be paid into credit card accounts
- Foreign payments will require additional bank forms to be completed as per ABSA requirements and will be subject to ABSA's turnaround time for foreign payments

**OFFICE USE ONLY**

Requester Name:	Signature	Date

Approvers Name:	Signature	Date