

Refund Request

Application Form



Complete this form to request a refund of fees on a student account.
Only the registered fee payer may submit this request.

Important information

- Refunds can only be requested by the **fee payer** and may take up to **21 working days** to be processed.
- Account verification will be conducted to validate the **banking details** provided.
- Refunds will only be transferred back to the **account from which the original payment was made**.
- For **government or corporate sponsored students**, funds will be refunded to the **student account** on receipt of **official written instruction from the sponsor**.
- Refund payments **cannot** be made 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 times for foreign payments.
- The following supporting documents must be attached:
 - Copy of the **fee payer's ID**
 - Proof of **banking details** (e.g. bank letter or stamped statement) not older than 3 months
 - Proof of payment** made to the Institute's bank account

Date Request Submitted:

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1. STUDENT INFORMATION

Student Number:

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Campus:

Student's First Name & Surname:

Qualification:

2. FEE PAYER & REFUND INFORMATION

Name & Surname/Company Name:

Fee Payer's ID/Passport Number:

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Refund Amount Requested:

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Reason for Refund:

BENEFICIARY BANKING DETAILS

Beneficiary Full Names and Surname:

Bank Name:

Branch Code:

Account Name:

Account Number:

Account Type:

☐

Cheque

☐

Savings

☐

Transmission

Country where bank account is held:

☐

South Africa

☐

Other

Fee Payer Signature:

Date