

# 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:

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Student's First Name & Surname:

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Qualification:

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### 2. FEE PAYER & REFUND INFORMATION

Name & Surname/Company Name:

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Fee Payer's ID/Passport Number:

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Refund Amount Requested:

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Reason for Refund:

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### BENEFICIARY BANKING DETAILS

Beneficiary Full Names and Surname:

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Bank Name:

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Branch Code:

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Account Name:

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Account Number:

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Account Type:

Cheque

Savings

Transmission

Country where bank account is held:

South Africa

Other

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Fee Payer Signature:

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Date

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