 

*This form must be completed and returned within* ***two weeks of your original programme start date****. Email the form as a MS Word document, together with any supporting documents, to* *admissions@surrey.ac.uk**. Use the subject line: “Deposit Refund Request” followed by your University number.*

**APPLICANT DETAILS**

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| **University Number** | Click or tap here to enter text. |
| **Full Name** | Click or tap here to enter text. |
| **Date of Birth** | Click or tap here to enter text. |
| **Course applied for** | Click or tap here to enter text. |
| **Reason for non-enrolment** (choose only one) | [ ]  I did not meet entry requirements (attach transcript of valid English language certificate to email)[ ]  I was not granted a visa (attach visa refusal letter to email)[ ]  University no longer able to offer a place on my chosen course[ ]  Other reason (please state reason below)Click or tap here to enter text. |
| **Email address for notification of refund decision** | Click or tap here to enter text. |

**PAYMENT DETAILS**

*If your refund is approved, your deposit payment will be returned to the card or bank account from which the payment was made, minus an administration fee of £100. Please select your method of payment below.*

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| [ ]  I paid my refund by card and this card is still valid. [ ]  I paid my refund by card and this card has now expired or cancelled. I understand that the University will contact me to obtain further financial information about my refund.[ ]  I paid my refund via Flywire, and I agree that the University of Surrey can process my refund back through Flywire to the originating account.[ ]  I paid my refund via bank transfer, and I understand that the University will contact me to obtain further financial information from me. |

**FOR UNIVERSITY USE ONLY**

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| Refund approved  | [ ]  Yes | [ ]  No | Approver Name: Click or tap here to enter text. |
| £100 Admin fee to be deducted | [ ]  Yes | [ ]  No | Date of decision: Click or tap to enter a date. |
| Reason for non-approval: Click or tap here to enter text. |