 A close-up of a logo

Description automatically generated

*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*](mailto:admissions@surrey.ac.uk)*. Use the subject line: “Deposit Refund Request” followed by your University number.*

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **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.*

|  |
| --- |
| 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. | | | |