

Student Accommodation Refund request

This form must be completed and returned to the office by the student claiming accommodation refunds. Any money owed will not be refunded by UNSW Treasury if the form is not completed.

PERSONAL DETAILS

NAME	STUDENT NUMBER
EMAIL ADDRESS	CONTACT NUMBER
RESIDENCY OFFER MADE AT? (TICK ONE)	
<input type="radio"/> UNIVERSITY TERRACES <input type="radio"/> TKC <input type="radio"/> COLOMBO HOUSE <input type="radio"/> UNSW HALL <input type="radio"/> FIG TREE HALL <input type="radio"/> UNSW APARTMENTS	

PAYMENT DETAILS Please select one method and fill out all details.

EFT	BANK NAME		BSB	
	ACCOUNT NAME		ACCOUNT NUMBER	
AUD cheque	PAYEE	ADDRESS		
	SUBURB	POSTCODE	STATE	
Overseas (TT) <small>Refunds for overseas students are via Telegraphic Transfer (TT) into overseas bank accounts. Please advise what currency the funds should be converted to.</small>	COUNTRY		BANK NAME	
	ACCOUNT HOLDER NAME			
	BIS/SWIFT CODE			
	BANK ID/SORT/ABA/ROUTING #			
	BANK ACCOUNT #		CHECK DIGIT	
	IBAN			

REASONS FOR REFUND

CLAIMANT DECLARATION I declare that the payment details provided are correct and that I am the student claiming reimbursement.

CLAIMANT'S SIGNATURE	DATE
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OFFICE USE ONLY

DESCRIPTION				AMOUNT	COMPLETED BY
Account	Fund	Dept ID	Project		

EXPENSE CLAIM APPROVAL If your school/unit requires your Manager or Head of School to approve this claim please obtain their signature. The Claimant's Declaration is accurate in all aspects and is in accordance with UNSW Policy.

APPROVER'S NAME	SIGNATURE	DATE
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