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)

○ UNIVERSITY TERRACES   ○ TKC   ○ COLOMBO HOUSE   ○ UNSW HALL   ○ FIG TREE HALL   ○ 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) Refunds for overseas students are via Telegraphic Transfer (TT) into overseas bank accounts.	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

OFFICE USE ONLY

DESCRIPTION				TOTAL	COMPLETED BY
Account 3244	Fund OP001	Dept ID RESIDCOMM	Project	$	

FOR FINANCE USE

Business Purpose: S0400   Expense Type: U000900 StarRezRef

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