**REFUND REQUEST**

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| --- | --- |
| Date Submitted to front desk : |  |
| Date passed to C&B: |  |
| Date passed to Finance: |  |

Name:

Student ID:

**Please Supply Bank Details:**

Account Number:

Sort Code:

*\*All details will be locked in a secure location, if you do not wish to disclose your details on this form, a member of the SU will contact you.*

Mobile Number:

What did you join?

Date of joining:

(Attach evidence)

Why have you decided to leave the activity?

Please allow a maximum of 15 working days to have your refund authorised and processed.

**REFUND POLICY – Refunds will only be granted up to 10 working days from signing up to an activity. Any refund request after this time period will be subject to an investigation. Please attach evidence/proof of payment.**

**INTERNAL USE ONLY -** Refund to be collected from

Account:

Confirmed as a member by Sports and events manager:

Signed:

Budget code:

Refund Total:

Authorised: