Refund Authorisation Form

If you are due a refund of an overpayment that has been made to the University and would like to return a payment to a student. Please be aware they must be currently registered on a programme of study.

Please return this form:
By email accountsreceivable@contacts.bham.ac.uk
In person Accounts Receivable Counter
Room G8, B Block, Aston Webb Building
By post Accounts Receivable, Finance Office, Edgbaston, Birmingham. B15 2TT.

Payer Details
Payer Name: ...........................................................................................................
Contact Email: ...........................................................................................................

Student Details
Student ID Number: ............................................................... Student Name: ...........................................................................................................

Payment Details
Payment Category: Accommodation / Tuition*  
* Circle as appropriate
Payment Method(s): Card (Web or Other*) / Direct Debit / Cheque or Draft / Bank Transfer
Other .............................................................................................................

Please be aware that:
• If your payment was made by card, the refund will be made back to the original card used. If your card has expired we will contact you; do not enter credit/debit card details on this form.
• If you paid via Draft, you will be required to submit a copy of the remittance advice to show the original payer.

Date of Payment: ............................................................... Amount Paid: £ ………………………………… Refund Requested: £ ………………………………… Refund Reason: ...............................................................................................................

Refund Details
Account Holder(s): ...........................................................................................................
Address: ..........................................................................................................................
.................................................................................................................................
Sort Code: .............................................................................................................
Account Number: ............................................................................................................
Bank Name : ..................................................................................................................
Bank Address: .................................................................................................................
.................................................................................................................................

FOR INTERNATIONAL PAYMENTS:
BIC (SWIFT): ........................................................................................................... (required)
IBAN: .........................................................................................................................

I, the original payer, hereby authorise the refund to be paid into the above account details:

Signature(s) .............................................................................................................. Date .....................................................................................................................