



**APPLICATION FOR REFUND**

**SECTION A: STUDENT/APPLICANTS DETAILS**

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

Student number: \_\_\_\_\_

Contact Phone Nr: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address for Refund: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**SECTION B: REFUND DETAILS**

Reason	Tick	Amount	Comment
Discontinued/Intermission			
Refundable security deposit			
Overpayment due to Bursary/Scholarship allocation			
Other Reasons			Specify:

**SECTION C: BANKING DETAILS (Process will take approximately 8 working days)**

Initial & Surname of account holder:		
Name of Bank:		
Branch:		
Branch Code:		
Account Number:		
Type of Account:	Savings	Cheque
Swift/Sort Code:		
Reference:		

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: OFFICE USE ONLY**

Received by:		Date:	
Student contacted by:		Date:	
Sponsor contacted by:		Date:	
Captured by:		Date:	
Comments:			



## REFUND REQUIREMENTS

Refund forms must be completed and accompanied by the supporting documents **NO** refund application will be approved without **ALL** these documents.

- ❖ **A letter of consent** must accompany all requests from the individual/company who paid the funds into Monash South Africa's bank account originally to confirm awareness of application and to confirm the amount they wish to be refunded.
- ❖ **Copy of Student's ID & Account payers ID (Company sponsors must supply a consent letter on a company letter head)**
- ❖ **Copy of proof of payments**, reflecting on the student's fee statement (bank deposit slips or internet banking payment confirmations)
- ❖ If the appropriate documentation is not included, your application will be deemed **INVALID**.
- ❖ Students requesting **international transfers/refunds** are reminded that **R250 bank charge** is deducted from the refund amount and all the requests have to be submitted to First National Bank for processing and which could take up to 15 working days.
- ❖ **R50 bank charges** will be deducted, per application, for **all local transfers/refunds**.
- ❖ Take note funds can only be transferred into the students account, to the account it was transferred from, another academic institution or an off-campus accommodation provider.
- ❖ Funds for living expenses, textbooks and off campus accommodation **will only be processed once due to the following reasons**, since these funds are not payable to our account and any credit in a student's account will be allocated towards tuition fee and/or on campus accommodation:
  - a) A commencing student who have not been able to open their own personal South African bank account yet.
  - b) Accommodation funds were paid to Monash South Africa but the student did not receive an offer to stay on campus.
- ❖ By completing this form the student undertakes that all information provided is correct and that the consent letter attached to the request is from the individual/organisation that actually paid the funds.
- ❖ **Take note Monash South Africa do not do cash refunds.**