INTERNATIONAL DEPOSIT REFUND REQUEST FORM

This form is to used by new international applicants classed as overseas payers who have not commenced their programme of study at UWE Bristol and wish to request a refund.

Please remember that you will need to upload the following supporting documentation so that we can assess your request:

Prior to CAS issuance:

* Official documentary evidence supporting any Extenuating circumstances

Post CAS issuance:

* Copy of visa refusal letter from the UKVI (If reason for refund is visa refusal)
* Copy of visa withdrawal request/ confirmation letter from the UKVI (If reason for refund is not receiving your visa on time)

**Please note: We will not issue a deposit refund once a CAS has been issued.**

In some exceptional cases we may, on a case by case basis, consider a refund but will need evidence that you are back in your own country - this may include meeting with a member of in country staff or agent.

If a refund is approved, the credit control office will process and refund all payments to the payee directly, using the same method by which the payment was received. Please note we are unable to process refunds to a third party.

Credit control will aim to process refunds within four weeks.

|  |  |  |
| --- | --- | --- |
| **Please complete below** | | |
| Date of Refund form submitted: |  | |
| UWE Welcome ID: |  | |
| Name (as shown on passport): |  | |
| Year of application: |  | |
| Course start month |  | |
| Programme of Study applied for: |  | |
| Email: |  | |
| Telephone number: |  | |
| Amount paid to UWE, Bristol | International Deposit | £ |
| Tuition fees | £ |
| Others | £ |
| Reason for requesting refund: |  | |
| If the refund request is linked to a visa refusal or not receiving your visa on time please confirm you give approval for UWE to contact UKVI for an immigration history check?  Please note that if you don’t give this we withhold the right to refuse your application as per the refund policy |  | |
| List of documentary evidence attached: |  | |

Please return this form and any supporting documentation to: [International@uwe.ac.uk](mailto:International@uwe.ac.uk)

**For International office use only, to be completed before submission to Credit control office.**

|  |  |  |
| --- | --- | --- |
| **International Deposit Refund assessment** | | |
| Refund terms and conditions met: | Yes / No | |
| Reasons for approving or declining request: | | |
| If Yes, amount to be refunded: | International Deposit | £ |
| Tuition Fees | £ |
| Others | £ |
| Minus administration fees | £ |
| Total amount to be refunded | £ |
| List of documentary evidence attached: |  | |
| Date sent to Credit Control: |  | |