UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

FEE05 - Student Refund Request

Instructions

- This form is for administrative use for students who need to request a refund.
- These students must contact the appropriate funding office to establish eligibility for a refund.
- Please ensure that your banking details are correct **prior** to submitting this request, update using Student Self-Service or, if a non-registered student, attach a completed ACA03 - Student Bank Account Details form.
- Please ensure that any required supporting documents accompany this form, such as a letter authorizing the refund request from the fee payer.
- The completed form should be submitted via email to: fnd-feeenq@uct.ac.za
- *All fields must be completed.

Important:

- Refunds are transferred to a South African bank account unless payment was made via the on-line credit card functionality, in which case any credit will be reversed to the card holder.
- Refunds to international, non-registered students, will only be made to the same bank account from which payment was made.
- It is the responsibility of the student to use the Student Self-Service to load their banking details or, for non-registered students to complete the ACA03 - Student bank account details form.
- **Allow a minimum of 3 working days for a refund to be processed.**

A. Student Information*

1.	Student number *(9 char. alpha-numeric)*									
2.	Academic year									
3.	Surname and initials									
4.	First names									
5.	Contact details	Day time tel. no			E-mail address					

B. Refund details*

Note: Allow a minimum of 3 working days for a refund to be processed.			
6.	Amount requested (in Rands)		
7.	Source of payment		Bursary
			EFT
			Telegraphic transfer
			Other	Please specify	
8.	Declaration: I certify that the above information is correct		
Student's signature			Date	

C. Office use only: Processing

9.	Amount of refund			
10.	Authorised by	Authorised by		Date authorised	