



**Student Finance**  
**Lincoln University**  
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### REFUND REQUEST FORM FOR DOMESTIC STUDENTS

#### PERSONAL DETAILS (all fields must be completed)

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Refund request \_\_\_\_\_

Amount of Refund request (subject to confirmation by Student Finance Staff) \_\_\_\_\_

*I declare that the information provided on this form is true and correct. I also declare that the refund recipient's details provided on this form are correct and that the refund recipient is the genuine and appropriate person who should receive this refund.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Receipt of Refund Request Form

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Please select one of the following refund options.

DIRECT CREDIT – Bank account number

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Please supply verification of your bank account, such as

- A deposit slip
- A letter from the bank
- Or a screenshot of bank account details (showing bank, account holders name and bank account number)

OTHER – Please specify how and reason why

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\_\_\_\_\_

#### Student Finance Use Only

Checked by \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_