Student Accommodation Refund Request

This form must be completed and returned to the office by the student claiming accommodation refunds. Any money owed will not be refunded by UNSW Treasury if the form is not completed.

Personal Details

Name		Student number	
Email address		Contact number	

Residency offer made at?

- ☐ Philip Baxter College
- ☐ Basser College
- ☐ Goldstein College
- ☐ Fig Tree Hall
- ☐ UNSW Hall
- ☐ Colombo House
- ☐ International House
- ☐ Barker Street Apartments
- ☐ Cowper Street Apartments
- ☐ High Street Apartments
- ☐ Jacaranda Hall
- ☐ University Terraces

Payment Details *(please select one method and fill out all details)*

EFT	Bank name		BSB	
	Account name		Account number	
AUD cheque	Payee		Address	
	Suburb		Postcode	State
Overseas (TT) Refunds for overseas students are via Telegraphic Transfer (TT) into overseas bank accounts.	Country		Bank name	
	Account holder name			
	BIS/SWIFT Code			
	Bank ID/SORT/ABA/ROUTING #			
	Bank Account #		Check Digit	
	IBAN			

Reason for refund

Claimant Declaration *(I declare that the payment details provided are correct and that I am the student claiming reimbursement).*

Claimant's signature   Date

Office Use Only

Description				Total	Completed by
Account 3244	Fund OP001	Dept ID RESIDCOMM	Project	$	

For finance use
Business Purpose: S0400 Expense Type: U000900 StarRezRef

Expense claim approval
If your school/unit requires your Manager or Head of School to approve this claim please obtain their signature. The Claimant's Declaration is accurate in all aspects and is in accordance with UNSW Policy.

Approver's name	Signature	Date