

STUDENT #:	CREDITOR CODE:	REQ #
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UNIVERSITEIT
iYUNIVESITHI
STELLENBOSCH
UNIVERSITY



Internasionaal
yeZizwe-ngezizwe
International

INTERNATIONAL TRANSFER REQUEST FOR REFUND

A. DECLARATION

I hereby give notice for my refund request:

Date				/			/	2	0	2	0
	D		D	/	M	M	/				

B. PERSONAL PARTICULARS

Student number										
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Surname _____

First names: _____

Email address: _____

Contact number: _____

Residence on Campus (Academia / Concordia): _____

C. REFUND DETAILS

We require the following supporting documents:

- Passport Copy of the Bank account holder
- Official bank statement clearly indicating your bank account details, or an account confirmation letter or cancelled cheque of the bank account where to funds must be transferred.
- Proof of payment made to Stellenbosch University.
 1. When we are making refund payments to an overseas beneficiary certain requirements in terms of Exchange Control is required
 - ensure that we refund person that funds was originally received from
 - ensure that amount is not more than originally received
 - ensure that funds was received from an overseas source
 2. To enable us to comply to the last requirement we require either
 - inward swift if funds received via a telegraphic transfer
 - If paid by credit card we need to ascertain that the card is an overseas credit card.

We thus require the first 6 digits of the credit card.

SIGNATURE: _____ **DATE:** _____

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D. BANK DETAILS

(This refers to the person who made the initial payment of the fees to the Stellenbosch University and also we require an official bank letter where the refund must be paid back to)

AMOUNT TO BE REIMBURSED					
Bank Account Holders' Full Names					
Residential Address of Bank Account Holder					
Name of Bank					
Address of Bank					
Bank account Number					
SWIFT Code		Bank Code			
IBAN Code		Routing Number			
Credit Card Nr (First 6 Digits ONLY)					

Please take note of the following:

1. Transfers to International bank accounts can take between 3-4 weeks to be finalised.
2. **All** bank costs will be deducted from the amount payable to the student.
3. If payment is not being made into the bank account where the funds was paid from, a SA Reserve Bank application must be submitted and the costs of the application will be deducted from the amount due.

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

DATE	SIGNED	DATE	APPROVED
_____	_____	_____	_____
		PAYMENT DATE	_____

Date	IQ	DESCRIPTION	✓	Date Completed
	CJ/RW	Create International Creditor Code		
	AD	Proof of PMT		
	YJ	PMT to R851-5023-REFN		
	YJ	Capture PMT from R851-2845-REFN/ 		
	YJ	Approval status		