

Requisition - Student Refund

Date of Request			Campus	
	TR		IIE assist ticket Number	
RC4ME Tracking date			IIE assist ticket Date	

Amount to Refund	R		Student account number	
Student Name				

REFUND PAYABLE TO **	ACCOUNT PAYER		<i>If Student letter to be attached/Sponsor Letterhead required/AP- ID copy required OR IF Student & Account Payer same – choose Student</i>	
Bank account in the name of (Evidence to be Attached)				<i>Bank Account name could be different to Id document</i>
ID Nr or Registration Nr			Bank Name	
Account number			Account type	
Branch Name <u>OR</u>			Branch Code	

Reason for Refund	Other	Other (more detail)		Cancellation - TR number	
Why are we refunding – more detail (IF NECESSARY)					
Validated by			Approved by		

National Office checklist – ensure the tick box marked	
Statement of Account reconciled (D365) Reconciled by	Choose Name
Statement balance in credit – Refund less than statement balance –(why)	
ADDITIONAL COMMENTS/REMARKS	

Compulsory documents	<ul style="list-style-type: none"> ✓ Statement of account ✓ Bank statement/letter– Evidence of bank account ✓ ID copy Bank account name (account payer) ✓ Letterhead - Company ✓ Letter from AP/Sponsor – refund student ✓ Bank statement PDF & snip showing allocation 	Cancellation documents <ul style="list-style-type: none"> ✓ Proof of cancellation for specific Qual for Insufficient Enrolments OR ✓ Matric Certificate/Permit – Did not meet entry requirements ✓ Penalty billed on SIS 	<ul style="list-style-type: none"> ✓ Any adjustment/s or Corrections required, must preferably be completed, and updated statement attached ✓ Refunds with Unallocated funds must be withheld until the allocation is done. Updated Statement of account must be attached ✓ Re-allocation between accounts – provide evidence of allocation