

REFUND REQUEST FORM	
ID #:	Name:
Email:	Mobile#:
Other contact person:	Tel. of other contact:
Student Signature:	
LOCAL BANK ACCOUNT DETAILS	
Beneficiary Name:	
Bank Name:	
IBAN No:	
INTERNATIONAL BANK ACCOUNT DETAILS	
Beneficiary Name:	
Bank Name:	
Account No:	
IBAN No (if applicable):	
Complete beneficiary address (outside UAE):	
ABA Routing (if applicable; e.g.: USA):	
Swift Code (if applicable; e.g.: Europe & Australia):	
Sort Code (if applicable; e.g.: UK):	
Transit No (if applicable; e.g.: Canada):	
STUDENT ACCOUNT DEPARTMENT	
Amount:	
Approval Signature:	
Date:	
Remarks:	
Refund Policy	
1. Refunds take 2-3 working weeks to be received in the beneficiary's bank account.	
2. For amounts more than AED 4,500, you need to fill out your parent's bank account or will require the approval of one of your parents (parent consent form) if refund is to be made to your bank account.	
3. Students are required to submit proof of relation (such as a birth certificate) in case the refund is directly transferred to the mother's bank account. The same applies if the father's name is not part of the student's full name.	
4. For international bank transfers, It is mandatory to provide the beneficiary's full and complete address abroad (outside UAE); failure to do so will result in the rejection of the request.	
5. In case a parent consent is submitted, students must submit a copy of the parent's ID (Passport or Emirates ID front & back) where an official signature is visible.	

Finance Department Refund Request Form Updated: 3rd July 2024