AUS | الجـامعـة الأمـيـركـيـة في الشــارقـة
American University of Sharjah

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 DETAILS

Beneficiary Name:
Bank Name:
Account No:
IBAN No (if applicable):
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):
NB: Transfer to Canada and Australia, beneficiary address is necessary

Student Accounts 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. 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.