

# APPLICATION FOR REFUND



OFFICE OF THE BURSAR·FINANCE DEPARTMENT·STUDENT DEBTORS

## STUDENT DETAILS

STUDENT NUMBER /VOTE NO	TITLE	FIRST NAME	SURNAME
ID/ PASSPORT NO:		E-MAIL	CONTACT NO:
AMOUNT (N\$)		DATE	
SIGNATURE			

REASON FOR REFUND: .....

## BANKING DETAILS

ACCOUNT HOLDER'S NAME:		BANK NAME:
ACC NO:		BRANCH NAME:
		BRANCH CODE:
		TYPE OF ACC (savings/Cheque) :

## INFORMATION

### COMPULSORY DOCUMENTS REQUIRED:

- COMPLETED AND SIGNED REFUND FORM
- PROOF OF PAYMENTS
- BANK CONFIRMATION LETTER OR BANK STATEMENT WITH AN OFFICAL BANK STAMP

### ADDITIONAL COMPULSORY DOCUMENTS FOR COMPANY OR SPONSOR REFUNDS:

- LETTER FROM A SPONSOR AUTHORIZING A REFUND (STATING THE AMOUNT TO BE REFUNDED)

**NB!!! THE UNIVERSITY OF NAMIBIA WILL NOT BE HELD LIABLE FOR ANY DAMAGES OR LOSS DUE TO INCORRECT BANK DETAILS PROVIDED!!**

## FOR OFFICE USE

ENQUIRIES OFFICER:	DATE:	
CHECKED BY:	DATE:	
PROCESSED BY:	DATE:	
AMOUNT FEE ACC (N\$):	DEP ACC (N\$):	OTHER (N\$):
TOTAL AMOUNT (N\$)		
COMMENTS:		