

# REFUND OF SECURITY DEPOSIT FORM

**Kindly complete the form using CAPITAL letters.**

Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Block/Floor: \_\_\_\_\_ Room Number: \_\_\_\_\_

Student ID #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Kindly tick the option which indicates your preference for refund:

Transfer to Student A/c  Transfer to Bank A/c  Collect from Bursary

If transferring to Bank A/c kindly provide the following information:

Bank Name & Address: \_\_\_\_\_

\_\_\_\_\_ Intermediary Bank: \_\_\_\_\_

Transit Number: \_\_\_\_\_ Sort Code/ABA Number: \_\_\_\_\_

Bank A/c Number: \_\_\_\_\_ SWIFT CODE: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NB. THERE IS A CHARGE FOR ALL WIRE TRANSFERS WHICH WILL BE DEDUCTED FROM THE DEPOSIT  
AND YOU MUST INCLUDE THE SWIFT CODE.**

## FOR HALLS OF RESIDENCE USE ONLY

Deductions Made: Yes  No  Specify: \_\_\_\_\_

Signature: \_\_\_\_\_ Comments: \_\_\_\_\_

## FOR BURSARY USE ONLY

Outstanding Fees: Yes  No  Specify: \_\_\_\_\_

Refund Granted: Yes  No  Amount Refunded: \_\_\_\_\_

Signature: \_\_\_\_\_ Comments: \_\_\_\_\_