

RAU Unicard Refund Form

Refunds of unspent funds held in a RAU Unicard account will only be provided when the Unicard holder leaves the University and the request is received within 8 weeks of date of leaving. For more information please refer to the RAU Unicard terms & conditions available on the RAU website.
 The refund process may take up to 30 days from submission of this form. You will receive a confirmation email when your refund has been credited back to your bank account.

Please submit your completed form to the Finance Office in George Wing or email to ledgers@rau.ac.uk

To be completed by Unicard holder requesting refund. PLEASE PRINT YOUR DETAILS

Personal Details		Bank Details for refund	
Unicard ID		Account Name	
First Name		Bank Name	
Last Name		Sort Code	
Email		Account no / IBAN	
Phone no		Refund amount requested	
Address			

Declaration/Consent	I confirm that I have read, understood and agree the Refund Policy in the Unicard t&c's		
Signature		Date	

To be completed by the Finance Office only.

Unicard balance		Note:
Less Outstanding Debt		
Less Admin charge	10.00	
Total Refund		

	Name	Signature	Date
Requested by			
Approved by			
Unicard account updated			
Realex Refund made			
AD updated			