



Refund of Course Deposit Form

University of Nottingham Malaysia

All Foundation, Undergraduate and Postgraduate Taught applicants who have been given an offer for a place are required to pay a course fee deposit of RM1,000 (Malaysian offer holders) or RM2,000 (International Offer Holders) within a 4-week deadline.

The University will refund the course deposit (minus administrative fee i.e., RM150 for Malaysian and RM200 for international offer holders) under the following circumstances:

- If your visa application is refused, we will usually be able to refund your course deposit. If the refusal was due to fraudulent documentation or conditions which you could have foreseen (as determined by University), you will not be eligible for a refund. You must provide official evidence of your visa refusal.
- If you have been unable to meet the conditions of your offer, you will be eligible for a refund, but you must provide evidence that you have attempted to meet those conditions (e.g. academic results or English language test results) which will be assessed by the University. **If you have not attempted to meet your conditions, you will not be eligible for a refund.** In short, refund of the tuition fee deposit will only be considered once you have obtained a letter of rejection from the University.
- In the unlikely event that the degree programme is cancelled, you will receive a full refund of your deposit.

The deposit is non-refundable in any other circumstances and the request for the refund must be made within one (1) academic year.

Important Notes on the Refund:

The refund process will take about two (2) months upon submission of the relevant documents. You will receive an e-mail from the Finance Office with the details after the refund has been initiated.

Please return the complete documents via e-mail to admissions@nottingham.edu.my

FOR OFFICE USE ONLY

Remark(s):

Decision:

Checked and verified by:

Final Check and verified by:

Name:

Head of Admissions

Date:

Date:

For us to be able to process your refund, please provide the following details:

Personal Details	
Full Name (as per NRIC/passport):	Nottingham ID:
Programme Applied for:	Intake and Year:
E-mail (please write clearly as this will be the e-mail address to which the University will send all correspondence):	
Account and Bank Details (please provide Swift code, Sort Code or IBAN No. for overseas bank)	
Name of Account Holder:	Bank Account No:
Name of Bank:	Address of Bank (please provide full address):
Swift Code, Sort Code, IBAN No.:	
To assist with overseas bank transfer, please provide additional details of your account (such as ABA routing, IFSC Code, card number and correspondence bank for USD currency) as applicable.	
In addition to the information above, if the applicant is not the named account holder , please provide the following information to assist with the processing of the refund	
Relationship of the Account Holder with the Applicant:	Date of Birth of the Account Holder:
Current Address of the Account Holder:	Nationality of the Account Holder: