

## ACCOMMODATION OFFICE

### REFUND FOR ON-CAMPUS STUDENT ACCOMMODATION

#### TERMS AND CONDITION:

1. The University will refund the Accommodation Fee Advance rental to the student if the student's status is Withdraw for academic reason, does not meet requirement, declined offer of accommodation or disqualified to student at UNMC.
2. Any overpaid are only refunded to residents if they do proper checking out and after inspection of the room being carried out.
3. The overpaid cannot be used to set off against any outstanding rental, electricity charges for air conditioners due and owing and/or to indemnify the cost of damage to hostel rooms, facilities and amenities provide by the hostel management.
4. Refund of overpaid will not be in **CASH**.
5. The overpaid refunded will only deposited into the bank account (Local or Foreign) provided by the student. The bank charged will be charged to the student's account.
6. Please update your bank details information in **MyNottingham** portal to ensure prompt process of refund (for local account only).
7. The refund process may take up upon submission of the relevant and complete documents. You will receive notification email from Finance Office once your refund has been transferred to your bank account.

PERSONAL DETAILS			
<b>Full Name (As per NRIC/Passport) :</b>		<b>Purpose Of Refund (Please tick one):</b> <input type="checkbox"/> Overpayment <input type="checkbox"/> Withdrawn <input type="checkbox"/> Rejected <input type="checkbox"/> Declined <input type="checkbox"/> Others: _____	
<b>Room No</b> :		<b>Check out date</b> :	
<b>Admin Unit / Operation Units</b>  <b>Confirmation From Admission/ International Office/Student Registry /Faculty:</b>  Date Receipt of Confirmation : (Via Email or Hard Copy)		<b>Breakdown of Refund (RM):</b>  Overpaid : _____ Rental (                    ) : _____ A/C Charge : (                    ) _____ Misc Charge (                    ) : (                    ) _____ Others (                    ) : (                    ) _____ TOTAL : _____	
ACCOUNT AND BANK DETAILS (Please provide swift code, sort code or IBAN No. for overseas bank)			
<b>Name of Account Holder :</b>			
<b>Name of Bank &amp; Branch :</b>			
<b>Bank Account Number :</b>			
<b>Address of Bank :</b>			
<b>Swift Code :</b>	<b>IBAN Code :</b>	<b>BIC Code/Routing Code :</b>	

**For International Student – Any Overpayment of fee will be subjected to the following refund options:**

A **maximum** amount RM 5,000 to be transferred to the local (Malaysian) bank account (**one time only**) and the rest of the balance (if any) will be offset against next rental billing payable or transferred back the student's home country.

Transfer all of amount overpaid to the student's home country and all bank charges for such international transfer will be borne by the payee. **Refund amount less than RM 150.00**, Finance Office will be advised to use local transfer and the student need to provide their local bank accounts (Malaysia).

This is the newly implemented Finance procedure, in accordance with the ruling established by Bank Negara Malaysia with regards to "Anti-Money Laundering and Anti-Terrorism Financing (Amendment) Act 2014". We as the "Reporting Institution" under the mentioned act would be liable for charges which may be issued under this act. As a risk mitigating measure, we have set out this new procedure. This applies to the international student only when the funds are remitted into the country.

**FOR OFFICE USE:**

REF NBR (CS): .....

Prepared by: - ..... Date: .....

Approved by: - ..... Date: .....

Additional Remarks: -

.....

Submission to Finance Office: -

By: ..... Date: .....