



**The University of Nottingham Malaysia
Campus Refund Form**

Tuition Fees

Others: _____

Before we proceed with the refund, we would like to inform you that, the overpayment in your account (**tuition fees only**) can still be kept to be offset against next semester's fee payable. If you still want to proceed with the refund, please provide the following details for us to be able to process your refund.

Personal Details	
Full Name (as per NRIC/passport):	Student No (kindly load the copy of ID Card/Offer Letter): UNIMKL -
Reason for Refund:	
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	
Beneficiary name, full address and country:	Date of birth and nationality:
Bank name, full address and country:	Relationship with student (if using others beneficiary account):
Bank Account No:	Swift BIC Code, Sort Code, IBAN No, IFSC Code, Routing No (if any):

Reminder for local bank refund transfer.

Please update you bank details in MYNOTTINGHAM PORTAL for refund purposes.

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

- 1) 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 semester's fee payable or transferred back the student's home country.
- 2) Transfer all of the amount overpaid to the student's home country and all bank charges for such overseas transfer will be borne by the payee.

This is a 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.

Important Notes on the Refund:

The refund process will take about fourteen (14) working day up to twenty-one (21) upon submission of the relevant documents. You will receive an email from the Finance Office with the details after the refund has been initiated.

Please return the complete documents via upload back to system. Kindly contact Finance Office at +03-8924 8607 (Finance Hotline) or e-mail [to finance-refund@nottingham.edu.my](mailto:finance-refund@nottingham.edu.my) for refund enquiries.

FOR OFFICE USE ONLY

Additional Remark(s) : _____

Check and verified by : _____

Final Check and verified by : _____