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| **Refund Data Sheet**  **for International Students for a tuition fee refund**  **Submit the data sheet to** [**finances@inf.elte.hu**](mailto:finances@inf.elte.hu?subject=refund%20request) |

**Please note: we do NOT accept hand written sheets only typed ones.**

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| Surname (Family) and Given (First) name(s) of the STUDENT: |  |
| Date of birth: |  |
| Passport number: |  |
| Your e-mail address |  |
| Your phone number: |  |
| Name of the study programme: |  |
| Level of studies: |  |
| Date of admission: |  |
| Amount to be refunded (in EUR): |  |
| The date when the tuition fee was transferred |  |

**\*Contact details of third person (i.e. representative) requesting the refund on your behalf, *if applicable***

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| --- | --- |
| Name of representative: |  |
| E-mail address: |  |
| Phone number: |  |

**\*Bank data for refund**

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| --- | --- |
| *Kedvezményezett neve:*  Recipient’s name: |  |
| *Kedvezményezett címe:*  Recipient’s address: |  |
| *Kedvezményezett bankszámlaszáma:*  Recipient’s bank account number: |  |
| *Kedvezményezett* *IBAN:*  Recipient’s IBAN number: |  |
| *Fogadó bank neve:*  Name of receiving bank: |  |
| *Fogadó bank címe:*  Address of bank: |  |
| BIC / SWIFT code of bank: |  |
| This bank account is the same the tuition fee was transferred from | YES/NO and I, *(****full name, Neptun code****)* declare that the refund cannot be transferred to the original bank account where my tuition fee was transferred from, because it is no longer available. |
| **To be filled out in case the bank account for the refund is different from the account the tuition fee was originally transferred from** | |
| The bank account I provided belongs to me | YES / NO, it belongs to **(full name**) and I chose this account for refund because (**add reasoning**) |
| ***Banking data of the account the tuition fee transfer was originally initiated from*** | |
| *Számlatulajdonos neve Account holder’s name:* |  |
| *Számlatulajdonos címe:*  *Account holder’s* address: |  |
| *Számlatulajdonos bankszámlaszáma:*  *Account holder’s* bank account number: |  |
| *Számlatulajdonos IBAN:*  *Account holder’s* IBAN number: |  |
| *Fogadó bank neve:*  Name of the *Account holder’s bank* |  |

**I take full responsibility for the data I have given on this document and admit that the Eötvös Loránd University is not responsible if any of the data given is incorrect and the transfer cannot be fulfilled.**

**By signing and submitting the document, I hereby acknowledge that the refunded amount may vary due to differences in the EUR/HUF exchange rates and banking fees. I kindly request that the University process my refund according to its refund policy.**

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| --- | --- | --- | --- |
| **Date** |  | **Signature** |  |
| **Filled out by\*:** |  |

\*If a third party submits the refund request on the student’s behalf, and wished to receive the refund on an alternative bank account, a **Letter of Authorization is strictly required.**