To: Director of the Finance Department

of Rīga Stradiņš University

 **PAYMENT REFUND/ Tuition fee transfer**

**Application form**

|  |
| --- |
| **STUDENT INFORMATION** |
| **Name, Surname:** |  |
| **Student card No.:** |  | **Study programme:** |  |
| **Study year:** |  | **Semester:** |  | **Group:**  |  |
| **E-mail:** | ***@rsu.edu.lv*** | **Phone No.:** |  |
| **Address:** |  |

|  |
| --- |
| **INFORMATION FROM THE LIBRARY** *(to be filled out by the Librarian)* |
| Librarian’s signature, stamp and date certifying that the student has settled his/her obligations towards the Library |  |

|  |
| --- |
| **PLEASE REFUND/TRANSFER** *(tick the applicable):* |
| [ ]  **the money that has not been used to cover my tuition fee** | [ ]  withdrawal from the University (termination of studies)[ ]  withdrawal from the University prior to the start of studies[ ]  overpayment of the tuition fee |
| [ ]  **the Bond money** *(only upon withdrawing from RSU)* |
| [ ]  **Transfer tuition fee to the Open University EUR** |

|  |
| --- |
| **BANK ACCOUNT INFORMATION** |
| Please refund the money to: |
| Name, Surname\* |  |
| Account No. (IBAN) |  |
| SWIFT/BIC code |  |
| Bank |  |
| ***\* State also the ID number, if the holder of the account is someone other than you.*** |

With my signature I guarantee the accuracy of the account number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** |  |  | **Date** |  |

Upon completion, please submit or send this form to the **Student Services** in RSU Main building

**Address:** Student Services, 16 Dzirciema Street, Block K, Room 100, Riga, LV-1007, Latvia

|  |  |  |
| --- | --- | --- |
| ***Received at RSU Student Services*** |  | ***For office use only:*** |
|  | **Date received** |  |
| **Signature** |  |
| **Decision** |  |