Form No. SS-5.1(7)

APPROVED
by Rīga Stradiņš University Rector's decree
No. 5-1/236/2020 of 17.06.2020

To: Director of the Finance Department
of Rīga Stradiņš University

# PAYMENT REFUND/ TUITION FEE TRANSFER

## Application form

| **STUDENT INFORMATION** | | | | | |
|---|---|---|---|---|---|
| **Name, Surname:** | ***James Jones*** | | | | |
| **Student card No.:** | ***21-123456*** | | **Study programme:** | ***Medicine*** | |
| **Study year:** | ***1*** | **Semester:** | ***1*** | **Group:** | ***1*** |
| **E-mail:** | ***123456 @rsu.edu.lv*** | | **Phone No.:** | ***+371 123456*** | |
| **Address:** | ***Dzirciema street 16, Riga*** | | | | |

| **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)<br>☐ withdrawal from the University prior to the start of studies<br>☒ 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* | **James Jones** |
| Account No. (IBAN) | **JJ21XX12345678** |
| SWIFT/BIC code | **XXX** |
| Bank | **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** ***J.Jones*** **Date** ***01.01.2021.***

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** | |