Dear Mr/Ms,

**carefully read the following text**.

* Please, fill in the chart very **carefully and electronically**.
* You should make sure that the account number is not missing any digits and has a **country code** (for example, in Poland the country code is „PL”). The IBAN (International Bank Account Number) ought to precede the numerical part of the bank account number. **Every country has such an international identifier or an equivalent.**
* The **correct SWIFT/ BIC code is very important** - without it international transfers are not possible.
* When sending us the filled out chart, you should include a confirmation of your tuition fee/accommodation fee payment. **We cannot proceed unless we verify who initiated the transfer. The confirmation should be generated from your bank or a mobile banking application and should include: the payer’s name, the amount paid, the date of the transfer, the title, the beneficiary.**
* After we receive a correctly filled out chart, the application for refund is prepared by our Office and sent for you to sign and date, and then submitted to the Finance Department.
* The refund process takes about 7-8 working weeks from the moment a correct application for refund is submitted to the Finance Department.
* Our Office doesn’t have any influence on the time after which the refund reaches you, so we ask you for patience in this regard.
* The filled-in chart should be sent back to us **within 14 days from the day you received it.**
* **Please, be informed that our Office will not send reminders in case any information are missing. You are obliged to provide us with all of the necessary information/documents.**

……………………………

(date)

|  |  |
| --- | --- |
| Właściciel rachunku bankowego/*Beneficiary* |  |
| Adres/*Beneficiary’s Address* |  |
| Nazwa banku/*Bank name* |  |
| Adres banku/*Bank address* |  |
| Nr konta/*Account number* |  |
| Waluta/*Currency* |  |
| Kod SWIFT/*SWIFT code (BIC code)* |  |

Are you applying for a refund of an accommodation fee?........................... (YES/NO).