**YEAR ABROAD REFUND APPLICATION FORM **



**Please use BLOCK CAPITALS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FIRST NAME** |  | **LAST NAME** |  | **USN** |  | |
| **EMAIL** |  | **COLLEGE** |  |  | |  |
| **FULL ADDRESS** |  | | | | | |

|  |  |
| --- | --- |
| **PAYABLE TO AND ADDRESS**  **(IF DIFFERENT TO ABOVE)** |  |

|  |  |
| --- | --- |
| **COUNTRY WHERE YEAR ABROAD IS SPENT** |  |
| **NAME OF THE UNIVERSITY/EMPLOYER ABROAD** |  |
| **NAME OF THE COURSE/POSITION** |  |
| **DATES OF THE COURSE/INTERNSHIP** |  |
| **TOTAL AMOUNT PAID, DATE OF PAYMENT AND CURRENCY** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Name and Account Name** (e.g HSBC, Miss Mary K Smith) |  | | |
| **Sort Code** | **xx** | **xx** | **xx** |
| **Account number** |  | | |
| **Please provide evidence of payment and bank details separately, do not paste here.** | | | |

**AS SOON AS YOU HAVE PAID FOR YOUR COURSE, THIS FORM SHOULD BE COMPLETED AND SENT ELECTRONICALLY, ACCOMPANIED BY: 1) RECEIPTS AS PROOF OF PAYMENT, AND 2) PROOF OF BANK STATEMENT. THESE SHOULD BE SENT FROM 1ST OF AUGUST 2022 ONWARDS AND PREFERABLY BY THE MICHAELMAS TERM 2022 BUT NO LATER THAN 30TH APRIL 2023, TO** [yearabroad@mmll.cam.ac.uk](mailto:yearabroad@mmll.cam.ac.uk)

**CLAIMS WILL NOT BE CONSIDERED AFTER 30TH APRIL 2023 – PLEASE RETAIN THE ORIGINAL RECEIPTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **I certify that this claim is in accordance with my application to the Faculty Board for which permission has been granted** | | | |
| **SIGNATURE** | **(Typed-in name will not be accepted)** | **DATE** |  |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Office use only\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

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| --- | --- | --- |
| **AMOUNT APPLIED FOR:** | | **£** |
| **Authorised Departmental Signatory**  **(Choose one code on the right and delete the other)** | | **U.GJ.GJBA.ANGH.FAAA.0000 (Tuition)** |
|  | | **INVOICE NUMBER / DESCRIPTION**  YA year; duration of stay; country; institution; USN; full name; tuition/Covid Test  eg.YA 22/23; 01/09/22-31/12/22; FRANCE; Institut d’Etudes Politiquès de Paris (Sciences Po); 3000000; MARY SMITH; tuition |
| **Print name** |  |
| **Date** |  | **Supplier No.** |