**Request for return of outstanding deposits**

**Unclaimed deposits more than 3 months after your departure will be put in the Student Hardship Fund.**

*Once the refund has been approved and processed by the accounts office, the funds will take a minimum of 10 working days to clear UK accounts and a minimum of 14 working days to clear non UK accounts.*

**You need to ensure that you have returned this form together with your fob and/or accommodation key to the College Lodge with your signature.**

**The form may also be sent to** **accounts-battels@stx.ox.ac.uk**

**The Deposit may also be set against your final battels account if battels are outstanding.**

**KINDLY NOTE THAT THE ONUS IS ON YOU TO PROVIDE THESE DETAILS**.

**Deposits will not be returned to you unless you inform us of these details.**

**To be completed by the College Member**

|  |  |
| --- | --- |
| Name |  |
| Date College fob returned  |  |
| Date accommodation key returned *(if applicable)* |  |
| Non-Oxford email address |  |
| Forwarding mail address |  |

**Bank transfer details**

|  |  |
| --- | --- |
| Bank account number (8 digits) |  |
| Sort code (6 digits)  |  |
| Other (non UK accounts) |  |
| IBAN number |  |
| Swift Code |  |
|  |  |

**To be completed by Accounts**