University Partnerships Programme

Cheque Request No.

Date received (office use only)

Student Deposit Return Form

Please complete the relevant sections below with black ink in block capitals and return to your Group reception. You may also email to: reading.deposits@upp-ltd.com

The information given in this form will be used by UPP ltd for the sole purpose of arranging for a refund of your deposit money and will not be shared with any third parties.

Please note that your deposit cannot be returned to you if you do not submit this form.

Section A - TO BE COMPLETED IN BLOCK CAPITALS

Student Details:

First Name:

Family Name:

Home Address:

Town/City:

Postcode: Country:

University Room Details:

Block:

Flat/Room:

Student ID:

Future Contact Details (incl. International Dial Code)

Telephone:

Email:

Section B - To be completed if you have a UK Bank Account (* INDICATES A REQUIRED FIELD)

*Bank / Building Society name:

Branch Address:

*Sort Code: - -

*Account No:

Must be EIGHT digits exactly

*Name of Account Holder:

Section C - To be completed if you have an International Bank Account (* INDICATES A REQUIRED FIELD)

International Payment ~ **Please note a charge of £15 will be applied to all International bank transfers**

This is to cover our bank charges, your bank may make further deductions but you should ask them for details of this if required.
All transfers are made in GBP, any currency exchange will be done by the beneficiary bank upon receipt.

*Bank / Building Society name:

Branch Address:

*IBAN/Account Number

(eg. GB29NWBk60161331926819)

*SWIFT Code

(eg. BARCGB22)

*Other Account Details
(US/Canada/Austalia only)

*Name of Account Holder:

Section D - Deposit Deductions - OFFICE USE ONLY - DO NOT COMPLETE

Deposit Paid		
Other Charges		
Admin Charges		
Total Deductions		
Amount Due for refund		

Authorised By: Date:

Authorised By: Date:

Section E - Student Authorisation

I confirm that the details above are accurate and understand that any money due will be refunded 28 days after the end of my contract.

*Signature: Date:

Residents who have any queries regarding this form or the return of their deposits should contact either their Group reception or the Accommodation Office on 0118 378 4203