



## Application for Refund of Caution Money and Key Deposits

### FOR COMPLETION BY STUDENT:

When complete, please return this form to [housekeeper@st-edmunds.cam.ac.uk](mailto:housekeeper@st-edmunds.cam.ac.uk) via email.

NAME: \_\_\_\_\_ CRSID: \_\_\_\_\_

ROOM No: \_\_\_\_\_ DATE LEAVING: \_\_\_\_\_

**Please provide your bank details at the link below for a refund of caution money.**

We are not able to arrange a refund to you until we receive your bank details.

All refunds will be made by electronic transfer to your UK bank account.

Deposits need to be claimed within 12 months of departure.

<https://forms.office.com/r/38btzcmd1e> (or scan QR code)



### FOR COMPLETION BY HOUSEKEEPING TEAM

Housekeeping Room Check

Any deductions £ \_\_\_\_\_

Room checked by \_\_\_\_\_

Date \_\_\_\_\_

#### For Porter's Lodge (Reception)

Please hand in your University Card to the Porter's Lodge before leaving College for the final time.

Card returned to \_\_\_\_\_

Date \_\_\_\_\_

### FOR COMPLETION BY BURSARY

Balance on a/c £ \_\_\_\_\_

Caution money credit to student £ \_\_\_\_\_

Credit note Number \_\_\_\_\_

Payable to Student £ \_\_\_\_\_

Date \_\_\_\_\_

Refund Authorised by: \_\_\_\_\_ Date \_\_\_\_\_