



Tuition Refund Application Form

SECTION A - PERSONAL DETAILS

1. Student ID Number			
2. Name			
Title	Last Name	First Name	Middle Name
3. Email Address		4. Contact Number	
5. Major			
6. Academic Year & Semester of Request			

SECTION B - REQUEST FOR REFUND

7. Reason for requesting refund
8. I request a refund of tuition totaling \$_____. I affirm that I am in good financial standing with the University.

SECTION C - BANK INFORMATION

9. Beneficiary Name	
10. Relationship	
11. Bank Account Number	
12. Beneficiary Address	
13. Bank Name	
14. SWIFT Code	
15. Routing No.	
16. Bank Address	
17. Remark	

SECTION D - DECLARATION

I acknowledge that I have verified the above information, and hereby request tuition refund from SUNY KOREA accordingly. I understand that the refund will be made according to the information I provided in section C – Bank Information. SUNY Korea will refund the exact amount in accordance with the tuition fee refund schedule table published in the Academic Calendar. SUNY Korea will not be responsible for any wire transfer charges beyond SUNY Korea’s reasonable control. Furthermore, for international wire transfer refunds, SUNY KOREA will not be responsible for losses from fluctuations in foreign wire exchange rates, impairment of foreign currencies, additional risk from the economic, social and political environments of foreign countries, and/or governmental policies that may prevent successful completions of the wire transfer.

I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete. I understand that if I have given false information, my request will not be processed. I also understand that I will be responsible for any damages SUNY Korea faces due to any false information I have provided.

I acknowledge that I have verified the above referenced information and hereby request tuition refund.

_____ Student name	_____ Student Signature	____/____/____ Date (MM/DD/YYYY)
_____ Parent / Sponsor name	_____ Parent / Sponsor Signature	____/____/____ Date (MM/DD/YYYY)

*If the student is not the beneficiary, SUNY KOREA requires additional information for proof of the beneficiary’s relationship to the student.