

REFUND CLAIM FORM

1. Refund claims must be sent in one email. The e-mail subject shall contain the name of the student whose funds are to be withdrawn. (e.g.: **Donald Duck – refund**)
2. Refund Claim Form should include confirmation of the transfer, a refusal letter in the event that the visa application is rejected, or a scan of all pages of the applicant's passport.
3. Only complete, error-free data enabling an international transfer to be made and accompanied by the required documents will be considered for reimbursement within the deadline.
4. Failure to complete the required documents and data for the refund by the deadline will result in its processing being postponed to the next application period. Refund claim periods are for
 - summer Recruitment from 15 X till 15 XII
 - winter Recruitment from 15 III till 15 V
5. To apply for a refund, please complete the following information accurately, and carefully. The information will be used to prepare refund transfers.
6. The document shall be electronically filled in only, otherwise won't be treated as properly completed.

<i>BANK DATA FOR REFUND FILL IN BELOW :</i>	
Student's name	
Account number to which refund shall be sent	
Bank Swift Code /IBAN/BIC	
Bank Name	
Bank Address	
<i>ACCOUNT HOLDER'S DATA FILL IN BELOW :</i>	
Full Name	
Address as bank books	
Passport number	
Place and date of birth	
Nationality	
Citizenship	

The administrator of your personal data is WSG University with its office in Bydgoszcz, 2 Garbary Street, 85-229 Bydgoszcz. If you have any questions regarding the processing of your personal data and your rights in this regard, please contact our Data Protection Officer: iodo@byd.pl, tel. 52 567 00 48 or at the postal address: Data Protection Officer, 2 Garbary Street, 85-229 Bydgoszcz.

Privacy policy available at <http://www.wsg.byd.pl/polityka-prywatnosci-wsg.2460.html>