navitas at UMass Boston | UMASS BOSTON

REFUND REQUEST FORM

Student Name:		**Status:**		**Navitas Student ID:**	

*Please note if you are not transferring funds to your UMass Boston account, a refund can only be made in the same form as your **original** payment to Navitas. If the original payment was via credit card, you do not need to provide the credit card number; the refund will be applied to the card number originally provided. If the original payment was via bank wire, please make sure bank account information on page 2 matches your original payment.*

☐ I request a refund in the form of a transfer to my UMass Boston Account

☐ I request a refund in the form of a refund to my credit card.

☐ I request a refund in the form of a transfer to a bank account. *(Please provide details requested on page 2 of this form)*

Reason for Refund Request:	☐ Visa Rejection	☐ Other:
☐ Transfer to Another Institution*	☐ Return to Home Country**	☐ Transferred to UMass Boston

Which Institution:		UMass Boston Student #:	

* *If you are transferring to another institution, you must provide a Letter of Acceptance.*
** *If you are returning to your home country, you must provide a one-way airline ticket to your home country. Refunds will only be sent to a bank account in your home country.*

What you need to do now …

Take this signed request to Navitas at UMass Boston Student Services to be reviewed.

Refunds will take **4 weeks** to process.

Signature:		
Date:		

NOTE: Refunds are given based on the Fee Refund Policy of Navitas at UMass Boston.

NAVITAS AT UMASS BOSTON OFFICE USE ONLY

Authorized by:		**Date:**	

FEES RECONCILIATION

Monies received by Student:		$

Cancellation Fee:						Sub-Total
Tuition Fees	☐ 100%	☐ 50%	☐ 20%	☐	$	$
Administration Fee	☐ $250.00					$
Other	☐					$

(please explain Other)

TOTAL DEDUCTIONS	$
AMOUNT OF REFUND	$

☐	**Executive Director**	☐	**Finance Manager**	☐	**Other:** _____
☐	CITIBANK / N.A.	☐	Check		

Issue Date:		**Check #:**		**Processed By:**	

WIRE TRANSFER DETAILS

Beneficiary Name:	
Beneficiary Address:	
Amount:	**USD**
Beneficiary Bank Account #:	
Swift Code/Routing Number:	
Bank Name and Address:	
Payment Details:	

NAVITAS AT UMASS BOSTON OFFICE USE ONLY	
Bank Account::	**Navitas Boston LLC**
Date of Transfer:	
Submitted by:	
Authorized by:	
Released by:	