From The Accounts Manager



St Cross College

accounts.manager@stx.ox.ac.uk

61 St Giles

Tel: +44 (0) 1865 278 491

Oxford OX1 3LZ

**ST CROSS COLLEGE**

**Request for return of outstanding deposits**

**Unclaimed deposits more than 3 months after your departure will be put in the Student**

**Hardship Fund.**

*Once the refund has been approved and processed by the accounts office, the funds will take a minimum of 10 working days to clear UK accounts and a minimum of 14 working days to clear non UK accounts.*

**You need to ensure that you have returned this form together with your fob and/or accommodation key to the College Lodge with your signature.**

**The form may also be sent** **to** **accounts-battels@stx.ox.ac.uk**

**The Deposit may also be set against your final battels account if battels are outstanding.**

**KINDLY NOTE THAT THE ONUS IS ON YOU TO PROVIDE THESE DETAILS**. **Deposits will not be returned to you unless you inform us of these details.**

**To be completed by the College Member**

**Bank transfer details**

**To be completed by College Staff**

Accommodation information

|  |  |
| --- | --- |
| Name |  |
| Date College fob returned |   |
| Date accommodation key returned *(if applicable)* |   |
| Non-Oxford email address |   |
| Forwarding mail address |   |

|  |  |
| --- | --- |
| Bank account number (8 digits) |   |
| Sort code (6 digits) |   |
| Other (non UK accounts) |   |
| IBAN number |   |
| Swift Code |   |
|   |   |

|  |  |  |
| --- | --- | --- |
|   | Date Received | Signed |
| College Fob |   |   |
| Accommodation Key |   |   |

|  |  |
| --- | --- |
| Property |   |
| Room number |   |