



ST CROSS COLLEGE
UNIVERSITY OF OXFORD

Request for return of outstanding deposits

Unclaimed deposits more than 3 months after your departure will be put in the St Cross College Endowed 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](mailto: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

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

If you paid the deposit via Flywire, you will be refunded via Flywire to your original payment method

Deposit paid by Flywire? YES / NO (please circle/delete as appropriate)

Bank transfer details (please fill in the section below if you answered NO to the above question)

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

To be completed by College Staff

	Date Received	Signed
College Fob		
Accommodation Key		

Accommodation information

Property	
Room number	