

THE UNIVERSITY OF THE WEST INDIES
ST AUGUSTINE

APPLICATION FOR REFUND OF FIRST/RETURN PASSAGE

*Applicable ONLY to Students and persons who are from *Commonwealth Contributing Countries in accordance with University Student Passages-Regulations*

INFORMATION

PLEASE READ ALL INSTRUCTIONS (SECTIONS A & B) CAREFULLY

1. To be completed by students who are from ***Commonwealth Contributing Countries ONLY**
2. Please **PRINT CLEARLY Using BLACK or BLUE INK.**
3. Forms are to be completed in **DUPLICATE**
4. If you have been accepted as a **NEW** full-time student and submitting a request for a refund of **FIRST PASSAGE- PLEASE COMPLETE SECTION A.**
5. If you have completed your degree/programme of study and submitting a request for **RETURN PASSAGE – PLEASE COMPLETE SECTION B.**
6. **Applications for Refund of FIRST/RETURN PASSAGE cannot be processed if a student has any type of hold on his/her account e.g. AR (Accounts Receivable), Immunization/Medical, Dean's/Registrar's Holds). (Please contact Student Accounts, Bursary at 662-2002 Exts 83380/83381/83382/83379 to resolve Accounts Receivable Holds prior to submission of request.**
7. **NOTE: Refund of FIRST/RETURN PASSAGE will be calculated on the basis of airfare estimated to be the most direct route FROM/TO the student's Home Country TO/FROM Port-of-Spain, Trinidad & Tobago W.I.**
8. **NOTE: YOU ARE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION ON THIS FORM. PLEASE PRINT CLEARLY.**

Please tick [✓] which applies to you:

REQUEST FOR REFUND OF: **FIRST PASSAGE** (ECONOMY CLASS) **RETURN PASSAGE** (ECONOMY CLASS)

NAME: _____
(SURNAME) (FIRST NAME) (MIDDLE INITIALS) (MR/MRS/MS)

STUDENT ID. NUMBER: _____ **CONTACT No.:** _____

FACULTY: _____ **PROGRAMME:** _____

STATUS: [] FULL TIME **LEVEL:** [] UNDERGRADUATE STUDENT [] POSTGRADUATE STUDENT

HOME/MAILING ADDRESS: _____

(City)

(Country)

ADDRESS WHILE AT U.W.I.: _____

(City)

(Country)

SECTION A: FIRST PASSAGE (Economy Class)

I hereby apply for a refund of Economy Class Passage from my Home Country _____
Name of Country

SECTION B: RETURN PASSAGE (Economy Class)

I have made a reservation with **TRAFALGAR TRAVEL LIMITED (Itinerary attached)**

I am applying for a REFUND of my ONE-WAY ticket to my Home Country _____
Name of Country

I hereby waive my claim for passage to my Home Territory for this year as I intend to pursue a further course at the University

I hereby apply for baggage allowance (standard payment depending on your home country)

REQUIREMENTS: Please attach two (2) Copies of your Travel Documents e.g. Ticket Cost/ Travel Itinerary/ Ticket Stub/Boarding Pass when submitting application.

- If you have travelled to Trinidad with a **ONE-WAY** ticket please attach your ticket stub
- If you traveled with an e-ticket attach the **BOARDING PASS** and **TRAVEL ITINERARY**
- If you travelled to Trinidad with a RETURN ticket please attach **PHOTOCOPIES** of your ticket.

***List of countries that are applicable for the refund:**

- ❖ Anguilla ❖ Antigua ❖ Bahamas ❖ Barbados ❖ Belize
- ❖ Bermuda ❖ BVI ❖ Cayman Islands ❖ Dominica ❖ Grenada
- ❖ Jamaica ❖ Montserrat ❖ St Kitts/Nevis ❖ St Lucia ❖ St. Vincent & The Grenadines
- ❖ Turks & Caicos

SIGNATURE: _____ **DATE:** _____

NB PLEASE COMPLETE THIS FORM AND FORWARD, AS APPLICABLE, TO THE STUDENT AFFAIRS (ADMISSIONS) OR OFFICE OF GRADUATE STUDIES AND RESEARCH, THE LLOYD BRAITHWAITE STUDENT ADMINISTRATION BUILDING, UWI, ST. AUGUSTINE CAMPUS FOR PROCESSING.

FOR OFFICIAL USE ONLY

RECEIVED BY		DATE RECEIVED	
DISPATCHED BY		DATE DISPATCHED	
REFUND AMOUNT			