

Refund Request Form



Students requesting a refund must complete this form and submit it to the Finance Department by e-mail or by hand. Refunds will be processed through bank transfer net of bank charges (students will bear all bank charges).

Date: _____

Student ID: _____

Student Name: _____

Refund Amount : BHD _____

Reason for refund request:

Credit Balance

Withdrawal

Others: _____

Bank Account Details:

Account Name: _____

Bank Name: _____

IBAN: _____

Swift Code: _____

Student Signature: _____

Date: _____

Guidelines:

- 1- Please ensure that you are eligible to receive the refund prior to submitting the form.
- 2- Attach all supporting documents including the withdrawal form (if applicable).
- 3- The American University of Bahrain has the right to approve or decline your refund request based on the Refund Policy.
- 4- The refund request, if approved, will be processed within 20 working days.

For Finance Department Use Only

Decision: _____ Finance Director Signature: _____

Date: _____