



ePayments for Printing

**THE GLASGOW  
SCHOOL OF ART**

Request for Refund Form

Please complete the following form and send it to the GSA Finance Office fees@gsa.ac.uk ensuring that it has been signed by the member of staff within your department who has responsibility for printing and photocopying

Student Name : \_\_\_\_\_

Matriculation Number : \_\_\_\_\_

Amount:

Reason for refund:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

If the refund is due to a change in the student's status then this form should be taken to Student Records, prior to forwarding it to the Finance Office, who can confirm the status eg graduating or leave of absence

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Office use only

Credit amount confirmed

Student status confirmed by Student Records

Refund authorised

Date