



**Bay Atlantic University
Refund Request Form**

To proceed with the refund process, please complete this form at your earliest convenience and bring it back to the accounting department or email to the following address: refund@bau.edu

Student Information

Full Name: _____

Date of the Request: ____/____/____

Email address: _____

Phone number: (____) _____

Student ID number/Application number: _____

Reason for Refund Request:

- ☐ Visa Denial (*Additional documents are needed, such as a visa denial letter from the Consulate. Attach it to this form.*)
- ☐ Return of Cap and Gown
- ☐ Withdrawal
- ☐ Student housing deposit

Refund Policy:

Bay Atlantic University (BAU) will refund any approved amount in the same manner as it was received (credit card payment, bank wire transaction, or check). The bank transaction fee, if any, is deducted from the total. Please note that BAU will only refund to the organization or person who made the original payment unless the organization or person in question provides written consent. Note that the time of this refund can take up to 45 calendar days. Please inform us promptly if you do not receive your refund after 45 days of filing this form. If a student elects to withdraw from specific course(s) or withdraw completely from the University, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible.

	Time of written notice of withdrawal	Tuition refund
Degree Students	Before the semester starts	100% of tuition is paid
	2nd and 3rd week of the semester	50% of tuition paid
	3rd and 4th week of the semester	25% of tuition paid
	After 4th week	No refund
For ESL students**	1 st week of the module	75% of tuition paid
	2 nd , 3 rd and 4 th week of the module	No refund

****Must be qualified for a refund**

Please note that certain fees and deposit payments like mandatory one-time or semester-based fees, application fee, the postage fee (courier fee), books and course materials fee, instructional supplies, and service charges rendered during this process are non-refundable. The bursar will check your request and verify the total amount that BAU will refund.

Please select the method you used to make the payment and provide the respective information:

a. Check Payments

Date: _____

(Name and Last Name): _____

b. Wire Transfer

www.bau.edu

1510 H Street NW, Suite #400 Washington, D.C., 20005 United States



Bank Name: _____ Account Name: _____

Bank Branch Address: _____

SWIFT Code: _____ Account Number: _____

IBAN Number (if available): _____

OR

Intermediary Bank Name: _____

SWIFT Code: _____ ABA Number: _____

Bank Address: _____ (P.O. Box is not accepted)

c. Credit/Debit Card:

Card Holder Name: _____

Card Number: _____ Expiration Date: ____/____

Security Code: _____

Additional Information (Required for Wire Transfers):

Home Address (Street Name, Building Name/Number, Apartment/Unit Number)

City: _____ State: _____ Country: _____

Zip code: _____ National ID, Passport or Tax ID: _____

By signing this form, you verify that the information you provide on this form is correct. If the refund cannot be completed and/or rejected by banks because of any wrong/missing information on this form, additional charges incurred by banks will be deducted in the second attempt of refund from the original refund amount.

Student's Signature: _____

(For administrative purposes only)

Amount Paid: \$ _____ Non-refundable amount: \$ _____ Refund Amount: \$ _____

Admissions Officer's Approval: _____ Date of Approval _____
(for visa denials)

Bursar's Approval: _____ Date of Approval _____

Final Approval: _____ Date of Approval _____
(CFO or President)