



Universiteit Leiden

The Netherlands

Dear Student,

When you applied for admission, you were requested to pay an application fee. This fee is refundable if you have completed your registration with Leiden University. If this is the case, you can now request the Financial Shared Service Centre (FSSC) to refund the application fee by sending:

- a completed refund form (see attachment)
- a copy of your student card (the registration card: not the ID card with your photo)

You may send the form and the required documents to Financial Shared Service Centre by mail:

FSSC

PO Box 9500

2300 RA Leiden

Alternatively, you may also drop by the FSSC on Rapenburg 70 to hand in the documents at the reception desk.

Please note that a refund is only possible if you are fully registered as a student and if you have paid the application fee. Additionally, you may only request a refund during the first academic year that you are registered at Leiden University. The FSSC will check your registration status and your initial payment before refunding the fee. Refunds will be made to Dutch bank accounts only.

We will process your request as soon as possible, but please allow us some time to complete the administrative procedures.

Sincerely yours,

The Admission Team

APPLICATION FEE REFUND FORM

PERSONAL INFORMATION

Surname: :

First Name :

Address :

Postal Code :

City :

Phone :

E-mail :

Nationality :

Date of Birth :

REGISTRATION

Programme type (BA, MA, etc.) :

Name Programme :

Registered per (dd/mm/yy) :

Student Number :

FINANCIAL INFORMATION

Bank Account number (Dutch) :

If your account is registered at another address than the one you have listed above, please indicate so here:

SIGNATURE

I herewith request International Office to refund my application fee to the bank account number listed above. I declare that I am familiar with the conditions involved.

Place:

Date:

Signature:

ATTACHMENTS

- Copy of your student card