**TO WHOM IT MAY CONCERN**

**From the Department of International Relations**

 **West University of Timișoara**

My name is........................................................................................., I am from..............................................................and I applied for the following Bachelor/Master/PhD programme study.....................................................................................................at the Faculty of..................................................................................... at West University of Timișoara in the academic year 2022-2023.

I hereby declare that I have **(choose your reason)**:

* not obtained the study visa
* I have been part of a force majeure situation **(underline the case)**

 (political conflicts/medical emergencies/others-please mention others if the case .........................................................................................................................................) and I wish to **(please select A or B):**

1. benefit from the refund of my tuition fee which I have paid in the amount of........................................euros in the bank account of West University of Timișoara.

**(if your option is option A, please fill in all of the below mentioned sections)**

1. keep the tuition fee sum in the bank account of the West University of Timișoara and re-apply for the academic year 2023-2024.

**(for those who apply for option B, you need to re-submit your admission file in the indicated timeframe of the admission session. Make sure to renew your Application Form, Medical Forms GDPR Form / Contact Details Form and any other documents that might be expired or on the verge of expiring. For those who apply for option B, there is no need to pay the application fee in the amount of 75 Euro again and no need to fill in the below sections, only to date, sign the Form and mention your e-mail address and telephone number in the Contact details section down below).**

**I wish the refund to be made through:** (**choose your option**)

1. The cashier’s office;
2. My personal Bank Account (**write the bank account if there is one in the below mandatory section**);
3. The bank account of a legally empowered person (**write the bank account if there is one in the below mandatory section**);

**MANDATORY INFORMATION!**

**THE BENEFICIARY (Name and Surname):**

**NAME OF THE BANK:**

**ADDRESS OF THE BANK:**

**IBAN CODE:**

**SWIFT CODE:**

**In case there is any intermediary person who will receive the money on your behalf (either via the Cashier’s Office at the West University of Timișoara or via e bank transfer) and provide the necessary documents for a refund along with a Letter / Power of Attorney (legally certified at a notary and translated in Romanian), please, write his or her surname, name, e-mail address and phone number. If there is not such a person, ignore this section.**

**CONTACT DETAILS SECTION OF THE LEGALLY EMPOWERED PERSON:**

Phone number:

E-mail address:

***!The receipt / payment order / postal order will specify at the payer section, the name of the candidate, as written in the study document.***

***!!*** ***The Letter /Power of Attorney from the notary needs to be submitted / sent in a physical format at the International Office of the West University of Timișoara (Blvd. V. Pârvan 4 Timişoara 300223 Timiş, Romania, room 155B), not only via e-mai, otherwise, the refund application cannot be processed for those who wish to benefit from the refund on another name rather than the one mentioned on the Letter of Acceptance issued by the Ministry of Education in Romania.***

***Only complete refund applications that are sent on time will be processed, otherwise, they will be rejected.***

**CONTACT DETAILS SECTION OF THE APPLICATION**

Please take into consideration my contact details regarding any other information in this respect:

Phone number:

E-mail address:

 Date Signature