



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES

OFFICE OF THE CAMPUS BURSAR

How to Request a Refund ACH Payments (Local Bank Transfers)

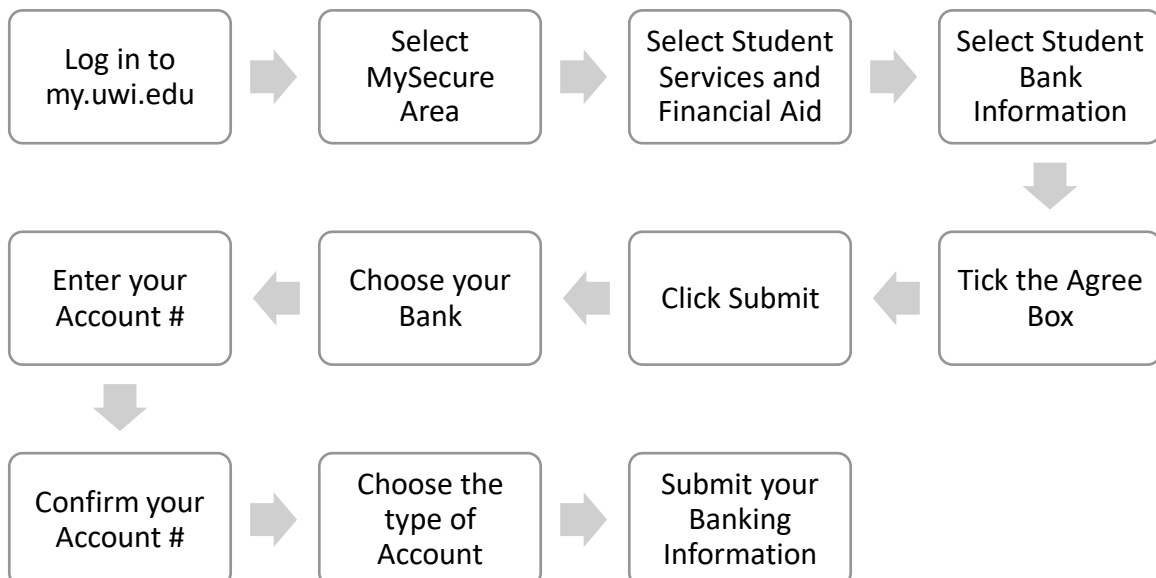
ACH payments (transfers to bank accounts) are made ONLY to accounts held in Trinidad & Tobago.

The account MUST bear the name of the STUDENT, either alone or jointly. Transfers are not made to third party accounts, eg. to a parent.

STEP 1. Request your refund via Servicedesk

STEP 2. Ensure your Banking Information is Entered via the My Secure Area

Please ensure that your banking information has been entered via My Secure Area using the navigation below:



STEP 3. Request Account Verification

3. a. Scan or Photograph the Top Half of Your Bank Statement

Once your information has been entered, scan or take a photo of **just the top half** of the Bank Statement for the account entered, clearly showing the following:

- Name on the account (the account must be in the *student's* name)
- Bank Name
- Bank Account Number
- Bank Address
- Account Type (savings or chequing)

To protect your privacy, transactions and balances must not be displayed.

3. b. Save and Submit Your File (PDF) for Verification

Once you have taken your scan/photo

- Save the scan/photo as a pdf file
- Name the pdf file using the following format: Student Name and UWI ID number (eg. *JaneDoe816000000*)
- Email the pdf file to sta-pymnts@sta.uwi.edu for verification.

*The Bursary
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