



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

OFFICE OF THE CAMPUS BURSAR

# How to Request a Refund Wire Transfers to Foreign Banks

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*Wire transfers are made ONLY to STUDENT accounts held OUTSIDE of Trinidad & Tobago.*

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

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## **STEP 1. Request your refund using the Servicedesk form**

## **STEP 2. Email your banking information**

Send an email to [sta-pymnts@sta.uwi.edu](mailto:sta-pymnts@sta.uwi.edu) with your banking details:

- Name of Bank
- Address of Bank
- Swift Code
- Routing Number
- Student Account Number
- Student Full Name
- Student Address

AND attach a copy of the top half of your Bank Statement (follow steps 2 and 3 below)

## **STEP 3. Scan or Photograph the Top Half of Your Bank Statement**

Scan or take a photo of **just the top half** of the Bank Statement for the bank account to which the funds are to be transferred. The following should be clearly visible:

- Name on the account (the account must bear the *student's* name – alone or jointly)
- Bank Name
- Bank Account Number
- Bank Address
- Account Type (savings or chequing)

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

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#### **STEP 4. Save and Attach 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*)
- Attach the pdf file to the email you created in Step 1 and send to [sta-pymnts@sta.uwi.edu](mailto:sta-pymnts@sta.uwi.edu).

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