

INSTRUCTION OF THE DEAN OF BACHELOR STUDIES OF SGH RELATING TO REQUESTS FOR MONEY REFUND

Dear Students,

In case of requests, which relate to the money refund (irrespectively, who is the owner of the account and if the payment was made from this account or another one), **there is a need of personal confirmation of the account number.**

This can be done as follows:

1. In case of requests submitted in Registry Office, you should inform the person accepting your request that it relates to money refund. In this situation you need to show identity document (student card, ID or passport), and person accepting the request will make a note on the letter, that the request was submitted in person upon presentation the relevant identity document.
2. In case of lack of note about submitting in person upon presentation the identity document, the request for confirmation of account number should be expected. It can be done by coming in person with identity document (student card, ID or passport) to your assistant in Dean's office, who will make an appropriate note on the request or by sending an e-mail to your assistant with confirmation of account number, from your student e-mail address (*@sgh.waw.pl).
3. Failure to confirm the account number in one of the above mentioned ways will result in withholding payment (in case of the Dean's consent for refund) until the account number is confirmed.



Dear Students, we do it not to make your life harder, but because we care about safety of your money.



Dean of Bachelor Studies of SGH