

STUDENT ID NUMBER


FIJI NATIONAL UNIVERSITY

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 Website: www.fnu.ac.fj
SAS 14

APPLICATION FOR HIRE / REFUND OF GRADUATION GOWN

A PERSONAL DETAILS

 Full Name (as per birth certificate) : _____
 Email address : _____
 Phone Contact : _____

B GRADUATION DETAILS

 College : _____
 Programme : _____
 Master List Details : _____
 Date of Graduation : _____

Number of Tickets

SAS Officer:

Date:

Stamp:

C FINANCE DEPARTMENT (PAYMENT OF GOWN / TICKETS)

 Gown Hire : _____
 Tickets : _____

Finance Officer:

Date:

Stamp:

D RETURN OF GOWN (Please attach Receipt)

This is to certify that:

 Gown / Trencher / Hood has been returned in good order
 Gown / Trencher / Hood Damaged (No Refund)

SAS Officer:

Date:

Stamp:

E BANK DETAILS (Please attach a copy of the bank statement)

 Name of Bank (Tick which is applicable) : BSP ANZ WBC BRED BOB OTHERS

Bank Account Number

Name of Account Holder

F STUDENT DECLARATION

I hereby affirm the information provided within this form to be true and accurate. I authorize and take full responsibility for my gown refund to be processed to the above bank account details provided. I understand that all payments from this time on will be paid according to this information. If any changes need to be made, I will inform the Fiji National University of these changes in writing.

Signature: _____

Date: _____

Finance Officer:

Date:

Stamp:

Cashier:

Date:

Stamp:

REVENUE & DEBT MANAGEMENT OFFICE USE ONLY

TOTAL FEES PAID \$ _____ GOWN FEE \$ _____
TUTION FEE \$ _____ CAUTION FEE \$ _____
ENROLMENT FEE \$ _____

AMOUNT TO BE REFUNDED TO STUDENT: \$ _____

PREPARED BY: _____

SIGN: _____

DATE: _____

APPROVED BY: _____

SIGN: _____

DATE: _____

Receipt Date	Receipt No.	Actual Amount(\$)	STUDENT/CASH/FNPF	GL CODE

FINANCIAL ACCOUNTING USE ONLY

Date: _____ Amount: _____ Cheque No: _____ Initials _____