

# BROADGATE PARK - DEPOSIT RETURN FORM

USA, Canada and Australia Bank Accounts Only

Please complete all sections of this form by writing in the relevant information into the boxes.

The form needs to be printed off but if you are not able to, then pick up a copy from Reception.

Please use **black ink** and BLOCK CAPITALS and ensure that any hand written forms are clearly legible.

**PLEASE NOTE YOUR DEPOSIT CANNOT BE RETURNED TO YOU IF YOU DO NOT RETURN THIS FORM.**

**ILLEGIBLE OR INCOMPLETE FORMS WILL BE SUBJECT TO DELAYS IN RETURNING YOUR DEPOSIT.**

Return this form to **Broadgate Park Reception** or a scanned copy to **[broadgatepark@upp-ltd.com](mailto:broadgatepark@upp-ltd.com)**

## Section 1 - Student Details

To be completed by the student in BLOCK CAPITALS.

### Your Details

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Room ID: \_\_\_\_\_

### Future Contact Details

(Please include the International dialing code)

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

## Section 2 - Bank Account Details

The deposit will be sent to this account. Please ensure you provide the correct details.

**Please provide your USA, Canada or Australia nominated bank account details.**

A £15 Surcharge will be deducted from the deposit to cover charges incurred by UPP. The receiving bank may make further deductions (please ask your bank for further details).

All transfers are made in GBP, as such any currency exchange will be carried out by the receiving bank.

<b>Account Holders Name</b>	
<b>SWIFT Code</b> e.g. NOSCCATT / DEUTHKHHGMO This is usually 8 or 11 characters.	
<b>IBAN / Account Number</b> e.g. FR1420041010050500013M02606	
<b>Additional Information</b> e.g. Routing Number	
<b>Account Country</b>	
<b>Bank Name</b>	

## Section 3 - Student Authorisation

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

UPP Broadgate Park LTD ("UPP") of 40 Gracechurch Street, London EC3V 0BT is part of the UPP Group of companies and is the data controller for the purpose of the Data Protection Act 1998. By proceeding to use our service you consent that we may process personal data (including sensitive personal data) that we collect from you in accordance with our Privacy Policy. In particular, we will use information we hold about you for the purposes of the sole purpose of arranging for a refund of your deposit, (or any other payment that becomes due to you during the course of your stay at Broadgate Park), and will not be shared with any third parties. To help us administer your refunds efficiently, please let us know if any of your details change from time to time. Please address any questions, comments and requests regarding our data processing practices to [compliance@upp-ltd.com](mailto:compliance@upp-ltd.com).