

Refund Request Form

Only complete this form if you've made a repayment to your student loan in a previous tax year but your income was below the annual repayment threshold.



We are unable to process this form without these details

Full name (required):

Customer Reference Number (required):

National Insurance number (required):

Date of birth (required):

Confirm last four digits of your bank account number (required):

These must match the details we have for you in your online account. Any refunds will be paid here.

What you need to do

- 1) Confirm what tax year you believe you're due a refund for
- 2) Confirm that you've taken all actions to get your refund
- 3) Return your completed PDF form by email to **below_threshold_refunds@slc.co.uk**

Do not email us without attaching a completed PDF form, we won't be able to help you!

What tax year is your refund for:

2022-23

2021-22

Other - please provide details

If you think you might be due a refund for the 2023-24 tax year you will have to wait until the end of the tax year, April 2024, before you can get that money back.

I can confirm I've done the following. If this is not confirmed this may result in a delay or the refund not being processed:

I've checked **www.gov.uk/guidance/previous-annual-repayment-thresholds** to confirm that my annual income was below the repayment threshold before completing this form.

I've checked my bank details and contact details are up to date at:
www.gov.uk/sign-in-to-manage-your-student-loan-balance and have provided the last 4 digits of my bank account number using this form

What happens next

After you've emailed your form, you'll get an automatic response to confirm we've got it. This'll also confirm how long it will take us to pay your refund. If we need anything else from you we'll contact you. You don't need to call us about your refund.

Remember if we refund you, the amount you get will be added back onto your total balance.