

FEE REFUND PROCEDURE

To request said refund, users must carry out the electronic procedure available at the following link:

<https://webges.uv.es/uvEntreuWeb/menu.jsp?idtramite=EXPSOLP2U>

COMPLETION INSTRUCTIONS

-UV users (Students, PAS and PDI Staff): "University user (university staff and students)"

-External users:

If you have a digital certificate: "Cl@ve system"

In other cases: "Online Office user" to obtain access username and password. New users must select "applying for access" and fill out the requested fields.

Steps to follow in the form

1.-Click the corresponding checkbox in the "Acceptance" tab.

2.-"General" tab

- "TipoUnidad" field: select "Serveis universitaris i Servicios Centrales"

- "Destino" field: select "SERVEI D'ESPORTS"

- "Desired transaction" field: select "grupo específica", in the drop-downs menu that appears below select "Devolució de taxes activitats esportives"

-Fill out compulsory data marked with *

3.-"expsol" tab:

- "Exposition" field: specify the reason for the refund's request

"Request" field: specify the activity, sport school, internal competition or training course you're enrolled in and for which you request the refund, the group, campus, duration (annual, 1st or 2nd semester, summer of June or July) and the requested amount. Additionally, should you request the refund of the sport card's fee, specify it along with the amount.

4.- "DOC" tab: if necessary, attach the document justifying the reason for the request too.

5.-"End" tab: preferably, accept telematic notifications. Click "Send".