

How to create a refund to the platform?





Step 1 | Select the "refund" option on the platform to choose the country from which the refund will be made, select the **beneficiary**, attach the invoice, and fill in the **amount** to be refunded.





Step 2 | Fill in all the information about the institution that will make the payment.
IMPORTANT: If you need to update any information or the beneficiary's bank details, click "Manage beneficiaries" before proceeding.

Refund Payment - Create a pay	yment to refund students 🝞		
What country/currency is the payer payi	ng from?		_
	Country		
Who do you want to pay?			
Manage Beneficiaries	Payer Pays () 0	Payee Receives ()	_
Invoice / Refund Invoice / Letter of offer 🜖	Who is receiving the payment 0	Reason for payment	
Escolher ficheiro Nenado You can upload muliptle files. Maximum 10 files.		v	
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Step 3 | Click on "Continue" and you're done! The **refund** has been created and the institution will receive an email with the **bank details** to complete and finalize the refund.

NexPay Dashboard Payments - Beneficiaries 4	* Receipts * Commissions *	English 👻 💄 🤊
Institution Name	123	
Email	leilanemaciel@gmail.com	
Street Address 1	RUA MARQUES DE PARANA, 428	
Street Address 2		
City	SAO PAULO	
State / Province / Region	SP	
Postcode / Zip	05086-010	
Country	Brazil	
CNPJ (Cadastro Nacional da Pessoa Juridica)	12345678900000	
Continue Cancel		
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