

**APPLICATION FOR A REFUND**

Before you complete this form please read the *Conditions of Enrolment* carefully. The school does not normally give refunds unless a visa or permission to enter the U.K. has been refused.

**All applications for a refund must be supported by *original* documentary evidence. Fax (facsimile) and photocopies are not acceptable and will not be considered.** If your visa has been refused by the UK Border Agency you must produce the Refusal of Entry Clearance.

If you still wish to claim a refund complete the form below and please write clearly. You will receive an answer to your application in about four weeks. Refunds applications are considered at the end of each month.

**NAME OF STUDENT:** ..... **Student No:** .....

**COURSE DATES: From:** ..... **To:** ..... **Fees paid: £**.....

**Please detail the reason for the refund application:**

.....  
 .....

**The school does not make cash refunds. Refunds are made by sterling cheque or bank transfer (the beneficiary will pay all charges). Please write down the name of the person to whom you would like the refund made payable. If this person is not the student, then the student must sign below to give authority for payment to be given to another person.**

**Refund by cheque**

Name .....

Address .....

.....

Contact telephone ..... Contact email .....

**Refund by bank transfer**

Name of account holder .....

Address of account holder .....

.....

Name of Bank .....

Account number .....

SWIFT code / Sort code .....

Address of bank .....

.....

Signed ..... Date .....

**For office use only:**

Date received: .....

Received by: .....

Documentation?

Embassy  Home Office  C of E

**For office use only:**

Director: Refund approved? Yes  No

Amount: £..... Cheque No:.....

Date:..... Signed: .....