



## Application for a Fee Refund

(Please read Refund Policy before making this application)

<b>For Finance use only:</b>			
Date Form Received		Date Refund Processed	
		Completed By	

### 1. Personal Details:

First Name		Passport No	
Surname		Student Reference No	
Date of Birth		Course Applied for	
Email		Phone	
Address			

### 2. Payment Details:

How was the payment made?	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Bankers Draft	<input type="checkbox"/>	Credit/Debit Card	<input type="checkbox"/>	Bank Transfer	<input type="checkbox"/>	Other	<input type="checkbox"/>
How much was it for?			Date Payment made								
If payment made by credit/Debit card, card details:											
Additional Details (if any)											
Who made the payment?	<input type="checkbox"/>	Student	<input type="checkbox"/>	Parents	<input type="checkbox"/>	Relative	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other	<input type="checkbox"/>

### 3. Reason(s) for Refund:

<input type="checkbox"/>	I was refused visa to the United Kingdom and have no intention to appeal/administrative review. <b>Please attach proof</b> (Original Visa refusal letter and complete passport copy with refusal stamp clearly shown)
<input type="checkbox"/>	Other Reasons (Please explain and attach evidence, Refunds may be processed at college's discretion):

### 4. Refund Payment Details:

What account is the refund to be applied to? <i>(Please note: If payment was made by Credit/Debit card, the refund will be credited back to that card. Please confirm your card/bank details.)</i>			
<input type="checkbox"/> I nominate a bank account to which the refund should be processed:			
Bank Name		IFSC Code	
Branch		Swift Code	
Account Name		Branch Code	
Account No		Branch Phone	
Branch Address			
<input type="checkbox"/> I nominate a Credit/Debit card to which a refund may be processed:			
Card Type	<input type="checkbox"/>	Master Card	<input type="checkbox"/>
	<input type="checkbox"/>	Visa	<input type="checkbox"/>
	<input type="checkbox"/>	Visa Debit	<input type="checkbox"/>
	<input type="checkbox"/>	Switch	<input type="checkbox"/>
	<input type="checkbox"/>	Solo	<input type="checkbox"/>
Credit/Debit card No		Valid From	
Name of Card Holder		Expiry	
<input type="checkbox"/> If the refund is to be made to someone in UK, a Cheque or Bank Transfer will be made.			
<i>(Please Note: We require Photo ID and Address Proof)</i>			
Name of the person (Write clearly)			
Account No		Bank Name	
Sort Code		Branch Name	

**5. Conditions of Refund** (Please read the following conditions carefully before applying for a fee refund):

- Refund requests will only be processed if the refund complies with the dates and policies contained in the refund policy and student application form < <http://leytoncollege.co.uk/termandconditions.html>> <http://leytoncollege.co.uk/policies.html>
- Under normal conditions the college will process your written refund request within 8 weeks of receipt of all supporting documents, except where clarifications/investigations are needed prior to the approval of the refund.
- No refunds will be made once the student has had their student visa approved or extended their stay in the UK using college documentation or where this documentation has been used to gain any other advantage.

**6. Student's Declaration** (all applicants must complete):

- I have read, understood and accept the conditions of refund policy and this application.
- I understand that providing inaccurate or incomplete information will delay my refund application.
- I confirm that the information above is accurate and enclosed documents in support of this application are genuine. I hereby also grant Leyton College authority to seek information about me from UK Border Agency or British High Commission/Embassy.

Signature of Applicant		Date	
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<b>For office use only:</b>			
Amount Received			
Admin Charge	£250	Total Refund Due	
Less Courier Charges		Less Other Charges	
Refund to be made by	<input type="checkbox"/> Credit/Debit Card	<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Cheque <input type="checkbox"/> Other
I confirm that the details have been verified and information herein is accurate.			
Authorised By		Date	
<b>For Accounts use only:</b>			
How was the refund made?	<input type="checkbox"/> Credit/Debit Card	<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Cheque <input type="checkbox"/> Other
Accounts Staff Signature		Date	