



Pre-payment Refund Request Form

To be completed by applicant

Surname/Family Name													
First Name													
Student Id Number													
Course to which refund is related to													
Reason for refund													
Documentation provided and attached <i>(your request will not be considered without supporting documentation)</i>													
Amount to be refunded (pounds sterling)		£											
<p>We can only make refunds by the same method that the pre-payment was paid</p> <p><i>For example</i></p> <ul style="list-style-type: none"> <i>If you paid by Credit/Debit Card we will credit your credit/debit card</i> <i>If you paid by Bank Transfer we will credit your bank account</i> 													
How was your pre-payment paid? (Please select <input checked="" type="checkbox"/> 'only' one option)													
Credit/debit card		<i>Details are not required</i>											
Sterling transfer (UK banks only)		<i>Please provide details below</i>											
<ul style="list-style-type: none"> Name on account 													
<ul style="list-style-type: none"> Sort code 					-					-			
<ul style="list-style-type: none"> Account No 													
US Dollars (US banks only)		<i>Please provide details below</i>											
<ul style="list-style-type: none"> Name on account 													
<ul style="list-style-type: none"> ACH Routing No 													
<ul style="list-style-type: none"> Account No 													
International transfers		<i>Please provide details below</i>											
<ul style="list-style-type: none"> Name on account 													
<ul style="list-style-type: none"> Swift code 													
<ul style="list-style-type: none"> Iban No 													

For Office use only

Refund approved/declined													
Reason for refund													
Approved/declined by (staffname/username)													
Staff signature													
Approved/declined date													
Value of refund													
Refund method													
Passed to Finance for payment of refund												Date	