



SEVERN  
BUSINESS  
COLLEGE

## Fee Refund Application

(Please complete in BLOCK CAPITALS)

Student Details:	
Student Reference No:	
Course Applied for:	
Title : <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Other: _____	Date of Birth:
First Name:	
Surname:	
Nationality:	Tel No:
Address:	
Email:	
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"/> Cash <input type="checkbox"/> Others	
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"/> Relative <input type="checkbox"/> Employer <input type="checkbox"/> Others	
Reason(s) For Refund:	
<input type="checkbox"/> I was refused Tier 4 Student Visa (attach visa refusal letter & scanned copy of refusal stamp in passport)	
<input type="checkbox"/> Other Reasons (please explain and attach any evidence)	

## Refund Payment Details

To whom should the refund be made (write clearly)

If the refund is to be made OVERSEAS, please provide the BANK NAME, BANK ADDRESS, SWIFT CODE, ACCOUNT NUMBER and FULL NAME & ADDRESS of the person holding the account.

If the refund is to be made to someone in the UK, this will be done by cheque payment. Please provide the full NAME & ADDRESS of the person to whom the payment will be made.

## Declaration

I confirm that the information above is accurate and enclose the documents below in support of this application. I hereby also grant Severn Business College authority to seek information about me from the UK Border Agency or British Embassy/High Commission. I do not have any appeals pending.

- ALL original Severn Business College letter(s)
- ALL other documents including receipts etc.
- Original entry clearance refusal letter
- Certified copies of the pages of the passport with the refusal stamp

Signature

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

No cash refunds and no bank drafts will be issued. Please note that refunds will be made in Pound Sterling and any bank charges incurred will be deducted from the total amount. Under normal circumstances it takes 6-8 weeks to process a refund.

## Severn Business College Office use ONLY

Date Application Received:

Amount Received:

Bank Charges:

Other Charges:

Other Deductions:

Total Refund Due:

Refund to be made by:  Bank Transfer  Cheque  Other

Date Refund Made:

Refund Amount:

Authorised By:

Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---