

REFUND REQUEST FORM

- Before completing this form please ensure that you have read the New College Manchester refund policy.
- Please note all refunds are subject to a £100 administration charge and less any other costs incurred by New College Manchester, e.g. airport transfers, bank transfer fees, etc.
- Refund requests may take up to 2-3 weeks to be processed.

Full Name: _____

Student ID Number: _____

Student Type: **Self-sponsored**

Sponsored Body/Agent

Name of Sponsor:/Agent _____

Date of Request: _____

Telephone: _____ **Email:** _____

Reason for Request: _____

Calculation of Refund:

Amount Paid	
Less Administration Charge	
Less Accommodation Fees	
Less Tuition Fees	
Less Bank Transfer Fees	
Less Any Other Costs	
Refund Amount	

Bank Account Details:

UK Bank: Bank Name _____ Sort Code _____

A/C No: _____ Name of Account Holder _____

Non UK Bank: Bank Name/Address

IBAN No:

Swift Code:

Refund Approved: _____ Date _____