

REFUND REQUEST FORM

- Before completing this form please ensure that you have read the New College Group Terms and Conditions.
- Please note all refunds are subject to a £200 administration charge and less any other costs incurred by New College Group, 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 _____