



LONDON COLLEGE OF BUSINESS SCIENCES

Waterfront Studios Business Centre, 1 Dock Road, London, UK, E16 1AH
Tel: 02075 114 445; Fax: 02074 732 068; Email: info@londoncbs.co.uk

REFUND APPLICATION FORM

Date of Application made : ___/___/_____

Date of Application received : ___/___/_____

STUDENT DETAILS (Please write neatly and in BLOCK CAPITAL LETTERS Only)

Title (please tick one) Mr Mrs Ms Other _____

Given name of the Student

Surname

Student Reference Number

Nationality

Date of Birth (DD/MM/YYYY) ___/___/___

Course Applied for

Permanent Home Address in the Country of Origin

Postal/Zip Code Country Email Address

Telephone No (with Country Code) Mobile No (with Country Code)

PAYMENT DETAILS

Payment made by (Tick Appropriate)

Cheque Bankers Draft Credit / Debit Card Bank Transfer Cash

Date of Payment made (DD/MM/YYYY) ___/___/___ Amount Paid in £

If Payment made by Credit / Debit Card,

Card Details:

Payment made by : Student Relative Employer Friend Others

if Others Specify

REASON (S) FOR REFUND :

- a) **Visa Refusal to United Kingdom: Please attach proof** (visa refusal letter and scanned copy of refusal stamp in Passport). If you have deferred course start date(s), please provide proof of ALL entry clearance refusals.
- b) **Other reasons** (please explain and attach any evidence):

REFUND PAYMENT DETAILS

Authorise the person to whom the refund should be made :

For Overseas refund :

Please provide details of

Full Name of the Account Holder :

Bank Name : Branch Name :

Swift Code : Account Number :

Note: (No cash refunds or bank drafts will be issued)

If the refund is to be made to someone in the UK, a cheque will be issued in favour of the person named in this section.

Please fill up the authorisation provided if the cheque has to be made in other person than yourself.

I hereby authorise the cheque to be made in favour of Mr./Mrs/Ms.....towards the refund of fees/others.

DECLARATION :

I confirm that the information above is accurate and have enclosed the documents below in support of this application. I hereby also grant London College of Business Sciences authority to seek information about me from the UK Border Agency or British Embassy/ High Commission.

ALL ORIGINAL ENROLMENT CERTIFICATE(S) :

I do not have any appeals pending

All other documents including receipts, conditional letters etc. :(Original Entry Clearance Refusal or Deportation notice)

Certified Copies of the pages of any passports you may have had from the time of applying to the college showing clearly the personal details and the Entry Clearance Applied for Stamp

Signature of Student:

Date:

FOR OFFICE USE ONLY

Amount Received in £ :

Refund to made by : Credit / Debit Card Bank Transfer

Less Registration fee and Visa Refusal Cheque

Admin Charge : £150.00 Other

Less Courier Charges : £

Less Other Charges : £.....

Total Refund due : £.....

I confirm that the details have been verified and information provided herein is accurate.

Signature of the verifying officer:

Sanctioning Officer:

Date: