



**Application for the refund of tuition fees / deposit
(International students)**

Student details

Student's name _____ Date of birth _____
Address _____ Tel. _____
_____ Passport Number _____
_____ Nationality _____
_____ Student No _____

Refund requested £ _____ This is the deposit / course fee for a course starting in _____ 200_

I am requesting the refund because _____

Original payment details

The above payment was made by: Me A sponsor Cash Cheque Credit card Debit card

College receipt / invoice number _____ Cheque / card number _____

Bank sort code _____

Account number _____

Who would you like the refund to be made to? (please see the reverse for details about who we can make refunds to)

Me My sponsor Some one else

The name and address of the person to whom we should make the refund

Name _____ Address _____

Office use

Amount approved £ _____ International Coordinator Signature _____

Date: _____ Staff No _____ Name _____

International student refund policy

The general policy

All international applicants for places at Excel College, College must pay a deposit towards the full cost of the programme that they have been offered, before they can be registered as a student. The college recognises that there will be some instances when students are not able to take up the offer and may wish to request a refund of the deposit that they have paid. Excel College, London will refund payments subject to the conditions printed below.

Conditions to be met for refunds

1. A refund of the fee or deposit paid will be made where an Entry Officer in a British Mission overseas has refused the application for a visa, or the Immigration and Nationality Directorate in the United Kingdom. In this case the college will retain the sum of £350 sterling to cover administration costs.
2. In any case where the application for a student visa is refused because the application was made illegally, or the prospective student submitted fraudulent/forged documents, the whole amount of any payments made to Excel College, London will be retained.
3. Refunds will only made to the person making the original payment, unless written authority from that person is received stating to whom payment should be made.
4. Refunds will normally be made by cheque Payments by bank transfer may be considered in exceptional circumstances. Refunds cannot be made in cash.
5. Any payment will be made in pounds sterling.
6. Applications for a refund must be made within twelve months of the start date of the course to which they apply.
7. Applications for a refund must be accompanied by the following:
 - a. The original receipt or invoice (a certified and unaltered copy may be acceptable). If you cannot provide these a photocopy of the original cheque or money order made payable to Excel College, London may be acceptable.
 - b. The original, or certified copy, of any refusal notice issued by the Entry Officer or Immigration and Nationality Directorate.
 - c. The ORIGINAL documents of offer and registration sent by Excel College, London.
 - d. Where appropriate, a letter authorising the college to make the refund payment to someone other than the person who made it. This should state clearly to whom payment is to be made
 - e. A fully completed and signed refund application form
8. There will be NO REFUND of fees or deposit paid if the student is deported at the point of entry into the United Kingdom due to whatever reason.
9. Requests for refunds will be dealt with as quickly as possible and we aim to respond within 45 days.
10. This refund policy will also comply with any regulations set out by the British Government.