

Application Form for Refund of Fee Payment

To request a refund this application form should be completed in BLOCK CAPITALS and should be signed and completed by the student. Incomplete application form will be rejected, and you will have to complete a new form to claim for refund.

1. Student's Personal Details	
Full Name:	
GA Student Ref No.:	Agent Code (if applicable):
D.O.B:	Passport No:
Contact No:	E-mail:

2. Payment Details	
Amount Paid (£) :	Mode of Payment:
Payment Date:	Paid By:
Payee's Relationship (if not the student):	
Reason for Refund (please specify):	

3. Course Details	
Name of the Course:	
Level of the Course:	Intake/Session:

4. Required Documents Check List (Tick the relevant documents you attached along with this Application)	
Photocopy of the relevant page of the Passport	☐
Refusal Letter UK Consulate	☐
Original Offer/Acceptance Letter from College	☐
Authorisation Letter from the student for collecting refund on behalf of the student	☐
Any other documents (please specify):	

5. Declaration	
I confirm that to the best of my knowledge and belief, the information has been given on this form is true and I understand that if I have given any false information, my request will be rejected.	
Full Name:	
Signature:	Date: / /