



*Alfred the Great College
Request for Refund Form*

Student Details:

Name:
Student Number:
Contact Telephone:
Contact Email:

Initial Payment Details:

Date of Payments:
Paid by:
Relationship to Student:

Reason for Refund:

Required documents include:

- 1) A refund request form.
- 2) Original rejection Letter.
- 3) Copy of original Offer Letter.
- 4) Copy of CAS Letter.
- 5) Proof of signature, eg Passport or National Identity Card.

Declaration:

I understand that failure to complete this form fully and provide all requested documentation may result in my refund being delayed or refused.

Signature:

Date:





Refund Details:

- 1) If the initial payment was on a credit/debit card we are obliged to refund that card directly.
- 2) In all other instances a refund will be made to a Bank Account. Please furnish details in full below.
- 3) We are required under Financial Regulation in the United Kingdom to return payment to the original payee.
- 4) We need written permission from the original payee for any other payment destination.
- 5) Where the payment came from an International Bank we are required to return payment to the country of origin.
- 6) For any further information you may need please contact us by email: admissions@agcuk.com.

Name of Account Holder:
Name and address of Bank:
Sort Code:
Account Number:
IBAN:
SWIFT Code:

I authorise the above-mentioned person to receive on my behalf the sum due to me on this refund request.

Name:

Signature:

Date:

