

REFUND APPLICATION FORM

Application Received on :

IMPORTANT NOTES

- Incomplete or incorrect forms will not be processed, *nor will forms that have not been signed by the STUDENT*. If a sponsor or his/her agent is acting on behalf of the student, a signed declaration from the student will be required for the refund to be considered.
- Please read the Fees Policy and the Financial Regulations carefully before completing this Refund Application. These can be found on our web site at www.blisscollegeuk.com
- In case of a visa refusal a £150 administration charge will be deducted from refund of tuition fees.
- No refunds will be made once a student has gained entry into the UK or extended their stay in the UK using college documentation or where this documentation has been used to gain any other advantage.
- All fully completed Refund Applications are usually processed within **six to eight weeks** of receipt of all the documents required for the refund process, except where clarifications/investigations are needed prior to the approval of the refund.
- The Refund Application will not be processed until all the original documentation (Enrolment Certificate / CAS and any other letters issued by the College) are submitted to the College.
- Any additional charges, such as DHL/Courier fees will be deducted before the refund is calculated.
- Bank Account details should be included so that the refund can be made by Electronic Transfer, where possible. Please include the Bank Details in section 3.1 overleaf.
- If you need more room for any of the requested information, please use a separate sheet of paper, and attach it firmly to this form.

****If the refund is being requested due to refusal of a Student Visa Application, the original visa refusal letter from the British High Commission / Immigration Authorities must also be sent with the Refund Application. If the refund application is for any other reason, such as ill-health and failure to apply for Entry Clearance, certified copies of all pages of the passport must be attached.***

If you do not understand any part of the Fee Policy or Financial Regulations, please contact the College.

<i>For Accounts use only:</i>	
How was the refund made? <input type="checkbox"/> Cheque <input type="checkbox"/> Bankers Draft <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Cash	
Details:	Date Paid:
Accounts Staff Signature :	