



SEVERN
BUSINESS
COLLEGE

Cancellation of Course and Fees Refund Form

(Please complete in BLOCK CAPITALS)

Student Details:	
Student Reference No:	
Course Applied for:	
Title : <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Other: _____	Date of Birth:
First Name:	
Surname:	
Nationality:	Tel No:
Address:	
Email:	
Payment Details:	
How was the payment made? <input type="checkbox"/> Cheque <input type="checkbox"/> Bankers Draft <input type="checkbox"/> Credit/Debit Card <input type="checkbox"/> Bank Transfer <input type="checkbox"/> PayPal <input type="checkbox"/> Others	
Course Fees Paid £	Awarding Body Fees Paid £
Credit/Debit Card or Bank Transfer or PayPal or Other -- Details:	
Additional Details (if any):	
Who made the payment? <input type="checkbox"/> Student <input type="checkbox"/> Relative <input type="checkbox"/> Employer <input type="checkbox"/> Others -- Details:	
Reason(s) for Cancellation of Course and Fees Refund:	
<input type="checkbox"/> I prefer not to say any reason	
<input type="checkbox"/> Reason(s)	

Refund Payment Details

To whom should the refund be made:

Please provide:

Bank Name:

Bank Address:

Sort Code:

Account Number:

IBAN:

BIC:

Please provide:

Full Name:

Full Address:

Declaration by Student

I am aware that the refund of course fees paid and awarding body fees paid will be made in accordance to the Severn Business College Distance Learning Terms & Conditions / Severn Business College Blended Learning Terms & Conditions (as applicable).

I am aware that Intention to Study £100 is only refunded if application is unsuccessful (offer letter not issued), otherwise it is non-refundable.

I confirm that the information provided in support of this application is accurate and enclose the below documents with this form:

All Severn Business College letters

Original entry clearance refusal letter and certified copies of the pages of the passport with the refusal stamp (if applicable)

Please note: the date SBC receives this form by email is the application received date for cancellation of course and fee refund.

Student Signature

Date

D	D	M	M	Y	Y	Y	Y
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No cash refunds and no bank drafts will be issued. Please note that refunds will be made in Pound Sterling via bank and any bank charges incurred will be deducted from the total amount. Under normal circumstances it takes 14 days to process a refund.

Severn Business College Office use ONLY

Date Application Received:

Amount Received:

Bank Charges:

Other Charges:

Other Deductions:

Total Refund Due:

Refund to be made by: Bank Transfer Cheque Other

Date Refund Made:

Refund Amount:

Authorised By:

Date:

D	D	M	M	Y	Y	Y	Y
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Email filled cancellation of course and fees refund form at admission@severnbusinesscollege.com