

Cancellation of Course and Fees Refund Form



SEVERN
BUSINESS
COLLEGE

PART A: Student Details

Title (Please circle)	Mr Miss Ms Mrs	Student Ref Number	
First Name		Family Name	
Date of Birth	____/____/____	Phone Number	
Email			
Address			

PART B: Course Name and Acceptance Letter Issue Date

Course Name	Acceptance Letter Issue Date
	____/____/____

PART C: Reason for Cancellation of Course and Fees Refund:

- 14 days right to cancel the course (if applicable)
- The deposit was paid, but the visa was refused (I will provide all the proof with this form)
- Other (e.g. visa revocation/cancellation by UKVI) (I will provide all the proof with this form) _____

PART D: Payment Details:

Payment Method? _____

Course Fees Paid £ _____

Awarding Body Fees Paid £ _____

PART E: DECLARATION BY STUDENT

- I am aware that the course fees and awarding body fees paid will be refunded in accordance with the (1) [Distance Learning Terms and Conditions](#) or (2) [Blended Learning Terms and Conditions](#) and that the refund must be applied within one month.
- I am aware that intention to study £100/£200 (application fees) is non-refundable; it is only refunded if the application is unsuccessful (i.e. offer letter not issued).
- I am aware that the course has been cancelled, and that the offer and acceptance letters that were issued are no longer valid and should not be used for any purpose.
- I am aware that the date SBC receives this form by email, is the form received date for cancellation of course and fees refund.

Signature		Date	____/____/____
-----------	--	------	----------------

There will be no cash refunds or bank draft issued. Refunds will be made via bank transfer or payment made method, with any bank charges deducted. Under normal circumstances, a refund takes 14 days to process.

PLEASE COMPLETE THIS FORM AND RETURN TO: admission@severnbusinesscollege.com