

Cancellation of Course and Fees Refund Form



SEVERN
BUSINESS
COLLEGE

PART A: Student Details

Title (Please circle)	Mr Miss Ms Mrs	Student 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 _____
- Other _____

PART D: Payment Details:

How the payment was made? _____

Course Fees Paid £ _____

Awarding Body Fees Paid £ _____

Who made the payment? _____

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](#) (as applicable).
- I am aware that Intention to Study £100 is only refunded if the application is unsuccessful (offer letter not issued), otherwise it is non-refundable.
- 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	____/____/____
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No cash refunds and no bank draft will be issued. Refunds will be made via the bank transfer or payment made method and any bank charge incurred will be deducted. Under normal circumstances, it takes 14 days to process a refund.

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