

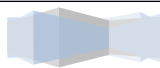
Refund Application Form

132 Eric Street, Mile End
London E3 4SS
United Kingdom

Phone: 02089839981

www.altamiraacademy.co.uk

Email: info@altamiraacademy.co.uk



Refund Application Form

1. Student Details:

Student Reference Number:.....Course Applied for:.....

Title:.....Surname:.....First Name:.....

Date of Birth:.....Nationality:..... Tel:.....

Address:

Email:

2. Payment Details

How was the payment made? Cheque, Bankers Draft, Credit/Debit Card, Bank Transfer, Cash

How much was it for? £..... Date Payment Made:.....

If payment made by Credit/Debit Card, Card Details:.....

Additional details (if any):

Who made the payment? Student Relative, Employer, Other:

3. REASON FOR REFUND:

Reasons for the refund (please explain and attach any evidence):

.....
.....

4. REFUND PAYMENT DETAILS:

To whom should the refund be made (write clearly):

If the refund is to be made OVERSEAS, please provide **BANK NAME, BRANCH NAME, SWIFT CODE, ACCOUNT NUMBER and FULL name of person holding the account. No cash refunds and no bank drafts will be issued**

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If the refund is to be made to someone in the UK, a cheque will be issued in favour of the person named in the section.



5. Declaration: I confirm that the information above is accurate and enclosed the documents below in support of this application. I hereby also grant the Altamira Training Academy to seek information about me from the relevant authorities.

- ALL ORIGINAL ENROLMENT CERTIFICATE(S): I do not have any appeals pending/ Administrative review.
- ALL other documents including receipts, conditional letters etc.
- Certified Copies of the pages of any passports you may have had from the time of applying to

The academy showing clearly the personal details:

Signature of Student:Date:

For Office use ONLY

Amount Received £..... Refund to be made by: Credit/Debit Card Bank Transfer

Less Reg. Fee **and** Visa Refusal Cheque

Admin Charge: £300.00 Other.....

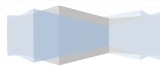
Less Courier Charges: £..... I Confirm that the details have been verified and information

Less Other Charges: £ provided herein are accurate.

Total Refund Due £..... Authorised By: Date:

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 and Refund Policy carefully before completing this Refund Application. These can be found on our website at www.altamiraacademy.co.uk
- All fully completed Refund Applications are usually processed within 28 working days 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 and any other letters issued by the Academy) are submitted to the Academy.
- 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 you do not understand any part of the Fee Policy, please contact the Altamira Training Academy.

For Accounts use only:

How was the refund made? Cheque, Bankers Draft, Credit/Debit Card, Bank Transfer, Cash

Details:..... Date Paid:

Account Staff Signature: