

Request for Refund Form

For information on refunds and refund entitlement please refer to the Institutes information for International Students. This can be found online at <http://www.bite.ac.uk/learn/overseas.php> for anything not covered by this section please email admissions@bite.ac.uk

Refunds if approved, normally take up to 14 working days to process once we have received all necessary information and documentation. However, during peak periods this process may take up to 6 weeks.

Required documents include; a refund request form, original rejection letter and a copy of original offer letter, a copy of the CAS record and proof of signature for example a recognised national identity card or passport.

1. Your Details

Name: _____

Student Number: _____

Contact Email: _____

Contact Telephone: _____

My Tuition Fees were paid by:

Myself An Employer / Sponsor
My Parents Overseas Consultant / Other

If your fees were paid by someone other than yourself please enter that person's name or the Company name here:

2. Refund Method

If the original payment was made by Debit/Credit card we are legally required to refund that Debit/Credit Card. In all other cases a refund will be made directly to a Bank Account, details of which must be provided in full below.

Under UK Financial Regulations we must return this payment to the original payee, unless they give us written Verifiable permission to make this payment to another account, in the same country that it originated from.

International Students: If you have arrived in the UK, contact our International Students Advice service by email admissions@bite.ac.uk **before** you apply for a refund as there may be implications for your student visa. Where the payment was made from an International Bank we are required to refund to the original country of origin.

Account Holders Name: _____

Name of Bank/Building Society: _____

Address of Bank/Building Society: _____

Sort Code: _____

Account Number: _____

IBAN (European Accounts Only) _____

SWIFT Code (All International Accounts) _____

3. Authorisation

I authorise the above mentioned person to receive the sum due to me on this refund request on my behalf.

Name: _____

Signature: _____ Date: _____

4. Reason for Refund

Please read carefully before completing this section.

Please tick one of the Reasons for Refund below and refer to the corresponding checklist to the right of the selected reason. In order for your Refund to be processed you will need to provide all documentation/information requested.

	Yes		Yes
Withdrawal	<input type="checkbox"/>	<ul style="list-style-type: none">Have you informed the admissions team?Reason for withdrawal entered in Extra Comments below	<input type="checkbox"/>
Employer or Other Sponsor are paying Fees	<input type="checkbox"/>	<ul style="list-style-type: none">Have you already provided proof of your sponsorship? If not please attach. (We are unable to provide a refund until full payment of your fees has been received from your Employer/sponsor)	<input type="checkbox"/>
Visa Rejection	<input type="checkbox"/>	<ul style="list-style-type: none">Have you attached a full Official Visa Rejection Letter?Have you attached a photocopy of your passport showing the Visa Rejection stamp?Have you attached a copy of your CAS Record?	<input type="checkbox"/>
Other	<input type="checkbox"/>	<ul style="list-style-type: none">Reason entered in Extra Comments below?	<input type="checkbox"/>
Extra Comments	<hr/> <hr/> <hr/>		

Refund Amount Requested: £ _____

5. Declaration

I understand that failure to complete this form fully and provide all requested documentation may result in my refund being delayed or refused. (please refer to the Reason for Refund section)

Signature: _____ Date: _____

Please return completed form to Admissions, British Institute of Technology & E-commerce, Avicenna House, 258-262 Romford Road, London, E7 9HZ or alternatively email to admissions@bite.ac.uk

For Office Use Only:

Checked by BITE Staff Member _____ Date: _____