



I. PERSONAL INFORMATION		
FORENAMES		SURNAME
STUDENT NUMBER	CAMPUS	INTAKE
COURSE OF STUDY		CAMPUS
EMAIL		PHONE

Reason:

- Visa Refusal - Must submit the official visa refusal document issue by the British Embassy or Home Office, a copy of the photographic ID page of your passport and visa refusal stamp, a copy of any UK visas and/or biometrics card, and an authority letter for third party refund
- Course Cancellation - Must be requested in writing at least two weeks before the published course start date
- Other - At the discretion of a director. Please provide us with further information below:

Further Information:

I can confirm the Original Method of Payment was, and the matching bank details are below:

	Value (£)
(1) Credit/Debit Card**	
(2) Cash – will be refunded by bank transfer only and can only be returned once evidence has been supplied to show where these funds originated from	
(3) UK Bank Transfer	
(4) International Bank Transfer	



I understand that should my refund be approved, payment will be returned to the account or bank card where payment was made. I may be contacted to provide further bank details which may delay my payment.

Credit/Debit Card	
Card Holder Name:	
Card Number (16 Digits):	____ _ / ____ _ / ____ _ / ____ _
Expiration Date:	__ __ / __ __
Beneficiary Details	
Beneficiary Home Address:	
UK/International Bank Details	
Name Of Bank:	
Beneficiary Account Name:	
Address Of Bank:	
Account Number:	
Sort Code (UK Payments Only):	
IBAN number (International Bank Transfer Only):	
Swift Code (International Bank Transfer Only):	
ABA Routing Number (If Applicable)	
IFSC Code: (India Payments only)	



Refund Request



Due to money laundering regulations, all funds must be returned to their original source(s). Please ensure you provide the original bank account details, or full card details used to make the payment to us. If the details you provide do not match the source this will cause a delay in processing your refund.

If you have made payments to us using more than one payment method, please fill in a refund form **for each** payment method. Please note that with some international payments it may be necessary to collect some more information from you in addition to the details already collected as above, in order to make the payment to you. We will contact you if this is necessary.

If your refund request is in line with the Terms and Conditions and is approved, the amount you have paid to us may be subject to a deduction of a £150 administration charge (plus any courier and transfer charges) depending on the circumstances for your refund request.

Please note that in instances other than an overpayment on your account, this refund request also acts as a formal withdrawal notice from the programme for which you received an unconditional offer letter. If you have begun your programme you are also required to complete the official University withdrawal form – no refund can be processed whilst you are currently enrolled onto a programme (except in the instance of an overpayment on your account). Withdrawing from your programme can be completed via your MyNorthumbria account using the Change of Circumstances.

I request the refund in accordance to the Terms and Conditions of enrolment and accept the stated charges in respect to the above.

Full terms and conditions can be found here: <https://london.northumbria.ac.uk/payment-terms-and-conditions/>

Student Signature.....

Date.....

Please return your completed form to refunds@qa.com. If you return your completed form to any other e-mail address there may be a delay in processing your request.

PLEASE ALLOW UP TO 3 WEEKS FOR REFUNDS. Occasionally, refund processing times may exceed 3 weeks during peak periods or when we require further information from you.

For office use only	
Comments:	
FINANCE	
Fees Paid	£
Charges Applied	£
Total to be Refunded	£
Finance Officer Signature	Date