

## Student Tuition Fee Refund Request Form

Name of Student			Student ID number	
Contact number		Email		
Course				
Date of withdrawal from the course				

Regents University Refund Policy is published on our website at :  
<http://www.regents.ac.uk/study/how-to-pay/refunds-policy.aspx>

Students who withdraw from the University are entitled to a refund of tuition fees in accordance with this policy. Students who leave the University due to extenuating circumstances may make an appeal regarding the percentage of refund due to them under the terms of the refund policy. In these circumstances students should complete a refund appeals form available from [finance@regents.ac.uk](mailto:finance@regents.ac.uk) .

Students should submit the Tuition Fee Refund Form to [finance@regents.ac.uk](mailto:finance@regents.ac.uk)

For Office Use :

Percentage to be refunded		%	Amount in Pounds to be Refunded	£
Authorised by			Date of Refund	