



# KINGSGATE INTERNATIONAL COLLEGE

## APPLICATION FORM FOR REFUND OF FEE PAYMENT

To request a refund this application form should be completed in **BLOCK CAPITALS** and should be signed and completed by the student. Incomplete application form will be rejected, and you will have to complete a new form to claim for refund.

<b>1. Student's Personal Details</b>	
Full Name:	
KINGSGATE INTERNATIONAL COLLEGE Student Reference Number:	Agent Code (if applicable):
D.O.B:	Passport No:
Contact No:	E-mail:

<b>2. Payment Details</b>	
Amount Paid (£):	Mode of Payment:
Payment Date:	Paid By:
Payee's Relationship (if not the student):	
Reason for Refund (please specify):	

<b>3. Course Details</b>	
Name of the Course:	
Level of the Course:	Intake/Session:



#### 4. Required Documents Check List

*(Tick the relevant documents you attached along with this Application)*

Photocopy of the relevant page of the Passport

Refusal Letter [**UNITED KINGDOM**] Consulate

Original Offer/Acceptance Letter from College

Authorisation Letter from the student for collecting refund on behalf of the student

Any other documents *(please specify)*:

#### 5. Declaration

I confirm that to the best of my knowledge and belief, the information has been given on this form is true and I understand that if I have given any false information, my request will be rejected.

Full Name:

Signature:

Date:     /     /