

## REFUND APPLICATION FORM

- Before completing this refund application form, please ensure that you have read the full terms and conditions on our website as refunds may not be granted under some circumstances. Full T&Cs can be accessed via [www.phoenixtcm.org.uk/terms-and-conditions](http://www.phoenixtcm.org.uk/terms-and-conditions)
- Please note that a non-refundable deposit may be deducted from the refund if your application is made after the 14 day refund window.
- Refund requests may take up to 7 working days to be processed.

### STUDENT DETAILS

FULL NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

REASON FOR REFUND: \_\_\_\_\_

\_\_\_\_\_

### REFUND REQUEST

Please state the amount you would like refunded, the date you made payment and how payment was made.

Date Paid	Amount Paid	Payment Method Used
OFFICE USE ONLY		
Deductions	Amount	Additional Information
Less Deposit		
Less Overdue fees		
Less Bank Charges		
<b>Total Refund Amount</b>		

### BANK ACCOUNT DETAILS

BANK NAME: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ SORT CODE: \_\_\_\_\_

IBAN NO (OVERSEAS ONLY): \_\_\_\_\_ SWIFT CODE (OVERSEAS ONLY): \_\_\_\_\_

### APPROVAL – OFFICE USE ONLY

AUTHORISED BY (PRINT NAME): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

POSITION IN COMPANY: \_\_\_\_\_ DATE AUTHORISED: \_\_\_\_\_