



## London School of Social and Management Sciences

### 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.

1. Student's Personal Details	
Full Name:	
The School Student Ref No.:	Agent Code (if applicable):
D.O.B:	Passport No:
Contact No:	E-mail:

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

3. Course Details	
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	<input type="checkbox"/>
Refusal Letter UK Consulate/High Commission	<input type="checkbox"/>
Original Offer/Acceptance Letter from College	<input type="checkbox"/>
Authorisation Letter from the student for collecting refund on behalf of the student	<input type="checkbox"/>
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: / /