

City College Southampton Refund Application Form



This form should be used to request a refund of course fees already paid.

Please complete all sections in this form, and then return it to the Finance department, either in person at reception, via email credit.control@southampton-city.ac.uk or by post to:

Finance department
City College Southampton
St Mary Street
Southampton, SO14 1AR

A summary of the College's fee policy can be found on the next page.

Student details

First name	Last name	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course		
<input type="text"/>		
Reason for refund		
<input type="text"/>		

Bank details

If a refund is approved money will be paid directly into a bank account via BACS, this takes 3 working days to process.

Please provide details of the bank account that will receive the refund, if approved.

Account holder's name

Bank account number:

Sort code:

Student signature

Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

FOR OFFICE USE ONLY

Checked by	Signature	Date (dd/mm/yyyy)	Journal Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Refund: <input type="checkbox"/> Declined <input type="checkbox"/> Approved	Refund amount: £		
<input type="text"/>	<input type="text"/>		
Refund authorised by	Signature	Date (dd/mm/yyyy)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
BACS PROCESSING			
INPUT Name	Signature	Date (dd/mm/yyyy)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
VERIFIED Name	Signature	Date (dd/mm/yyyy)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Refunds policy

This policy is issued in accordance with clause 9.1 of the FE Fees Policy, which can be found at www.southampton-city.ac.uk/student-support, under the Fees Info section.

City College Southampton refunds policy must be adhered to in all cases.

The following will apply to refunds processing:

- When withdrawing from a course the teacher must be informed
- Applications for refunds must be made using a Refund Application Form
- Refunds are subject to an administration charge, details are laid out below
- Refunds are made by BACS, electronic bank transfer, to the party who originally paid for the course.

Refunds will be given under the following conditions:

When	Refund	Evidence Required
Student withdraws before the start of the course.	All fees except an administration fee of 10% of the course fee, up to a maximum of £50.	Withdrawal from course.
Student withdraws before the end of the course.	Withdraw before the end of the 1 st term - 25% of fees due; Withdraw before the end of the 2 nd term - 50% of fees due; Withdraw before the end of the 3 rd term - full fee due. The balance of the fees will be refunded less £50 administration fee.	Withdrawal from course.
College cancels course.	All fees refunded.	College course cancellation process. Refund Application form not required.

Refunds are not given under any other circumstances.