

TEACHING CENTRE REFUND REQUEST ENGLISH COURSES

# PERSONAL DETAILS

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| --- |
| Student name: |
| Student ID: | Class name/code: |
| Tel. number: | Email: |
| IBAN: | Account holder: |

STUDENT STATEMENT

Please give the **reason** for your refund request (  tick one box )

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| Relocation to a foreign country |[ ]
| A serious medical condition requiring more than 3 weeks of treatment |[ ]
| The death of a close relative or family member |[ ]
| A change in school timetable which causes a clash with the British Council course schedule |[ ]
| The class was closed due to administrative reasons |[ ]
| An extra fee was paid by mistake |[ ]

Student/Parent signature .......................................................... Date:

**This request form, along with the necessary documents (for example a medical certificate issued by the doctor), should be sent by email to** **contact@britishcouncil.ro****.**

**FOR OFFICE USE ONLY:**

Request checked: ..................................... Date: ……………

APPROVED [ ]  REJECTED [ ]

(Teaching Operations Manager) ..................................... Date: ……………