



# REFUND REQUEST FORM

## IMPORTANT INFORMATION - PLEASE READ

This form is for INTO's UK and US Centres only.

Refunds will be paid within 30-60 days, after a completed refund form and any relevant evidence has been received.

Deductions will be made according to INTO's Terms and Conditions.

To comply with UK and US financial regulations payments should be made to the original payer account using the original payment method.

### Student details

Family name	Given name
INTO student reference number	INTO Centre
	Email address (current)

Please select which method you used to make your original payment, as we must refund you using the same payment method

Please specify

Bank transfer	Credit/Debit Card
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### Refund by bank transfer

Account holder name	Address of bank
Name of bank	Country of bank

### Non-UK Bank Accounts

Swift Code
IBAN or Account Number
ABA Routing Number (US accounts only)

Please supply the IBAN number if available. N.B. IBAN required for all refund requests from U.A.E, Bahrain or Turkey or payment cannot be processed.

### UK Bank Accounts

Account number
Sort code - -

Please tick one option below - payments cannot be made unless one box is ticked

☐ I confirm details provided are those of the original payer

☐ The details provided are not those of the original payer but I have supplied an email/letter from the original payer with their authorisation to pay to this bank account

### Reason for refund request

Please tick one option

☐ Visa refusal (Please supply evidence)

☐ Visa delay (Please supply evidence)

☐ Not met conditions of offer (Please supply evidence)

☐ Return of Sundry Deposit

☐ Personal reasons (Please supply details below)

☐ Other (Please supply details below)

### Details

### INTO Giving: every penny counts

INTO Giving is a UK registered charity helping provide education to children worldwide who don't have access to school. If you are receiving a refund and would like to make a donation from it to help some of the world's poorest children through INTO Giving, please tick one of the boxes below to confirm the amount you would like to donate. Please remember - your donation, whatever the amount, will transform lives. Thank you.

☐ £22 ☐ £35 ☐ £50 ☐ surprise us! ☐ £

For every penny you donate, INTO will donate another, penny for penny, pound for pound.

Signed (student/guardian) \_\_\_\_\_ Date / / (dd/mm/yy)

### OFFICIAL USE ONLY

Refund amount \_\_\_\_\_ Approved by \_\_\_\_\_ Date / / (dd/mm/yy)