Date:

To,

The Admission Team

Dear Sir,

Sub: Request for Refund of Tuition Fees

I , am hereby requesting to process my refund of my

tuition fee. My details are as below.

Name:

Student ID:

Contact Email:

Contact Telephone:

Address:

I am International student. I want the refund to be made to as per given Bank details:

Bank Name:

Account Holder Name:

 Bank Branch/ Address:

Account Number:

Swift Code:

I am attaching my TT Copy /Bank Statement which shows the source bank account from where the

payment was originally made from. My Tuition Fees were paid by my parents.

I am requesting for refund for the reason due to covid my parents business is on hold and they were supporting me financially won’t be able to manage funds for the year.

My Agent has provided me all the information on refunds and refund entitlement as per University Fee

Policy.

Thanking You