



Annex B4: Refund or Compensation Request Form

Section A: Student Information

Full Name:

Student ID:

Programme of Study:

Contact Email:

Section B: Reason for Refund

- Withdrawal
- Overpayment
- Other (please explain):

Please note that refunds and compensation are considered under the College's Refund and Compensation Policy, which forms part of our published Student Protection Plan.

Section C: Refund Details

Amount Paid: £

Requested Refund: £

Original Method of Payment:

Refunds will be processed using the original method of payment where possible. Processing normally takes up to 28 days from the date a complete request is received.

Section D: Supporting Documents

- Proof of payment
- Withdrawal confirmation letter
- Any relevant correspondence

Incomplete applications without required supporting evidence may result in delays.

Section E: Declaration

I request a refund based on the details provided above.

Signature: _____

Date: _____

I confirm that the information provided is accurate to the best of my knowledge. I understand that my request will be considered under the Refund and Compensation Policy. If my request is declined, I may appeal using the College's Complaints and Appeals Procedure."

Information provided in this form will be treated confidentially and in line with the College's Data Protection Policy

Completed forms should be submitted to the Registry by email at registry@mhi.college or delivered to the main office. You will receive confirmation of receipt within five working days."

MORTHA
HALLS OF IVY