

	COPPERFIELD TRAINING INSTITUTE		Effective Date: 01-February-2020	
	TUITION FEE REFUND FORM		Document Code: CFTI/FRM/002	
			Rev #: 0	Ref #:

NOTICE TO STUDENTS

1. Requests for refunds must be made in writing using the prescribed refund form.
2. Your request for refund will be sent to Accounts section. Please be advised that the processing time for refund is approximately 4 weeks.

First Name:	
Middle Name:	
Last Name:	
Student ID No.:	
Course Enrolled:	

REASON FOR REFUND

<input type="checkbox"/>	Course cancellation by COPPERFIELD
<input type="checkbox"/>	Returning Home (proof of departure required i.e flight schedule / ticket)
<input type="checkbox"/>	Personal reasons (please indicate):

REFUND DETAILS

Amount to be refunded:	AED
In words:	
Date of Payment:	
Receipt No. (Original Receipt to be attached)	
Student Signature:	
Date of refund request:	

TO BE COMPLETED BY FINANCE DEPARTMENT

Request received by:		Date:	
Comments: <i>(Processing time approx. 5 working days)</i>			
Request reviewed by Academic Director:		Date:	
Comments: <i>(Processing time approx. 5 working days)</i>			
Request noted by Managing Director:		Date:	
Comments: <i>(Final review and decision approx. 5 working days)</i>			

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REFUND DECISION

<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	DISAPPROVED

NOTE

Refund will not be processed if the form is incomplete and is not signed by the student.