

Refund Request Form

This form should be used to submit a formal complaint or appeal to centre.director@uniaccesscentre.com. Please complete all sections and attach any relevant evidence.

1. Student Details

Full Name: _____

Student ID: _____

Programme/Course: _____

Intake (Start Date): _____

Contact Number: _____

Email Address: _____

Payment Method (select one): ☐ Bank Transfer ☐ Credit/Debit Card ☐ Tabby / Tamara
☐ Other (specify): _____

2. Reason for Refund

Reason Category (tick one):

- ☐ Withdrawal before programme starts
- ☐ Withdrawal after commencement (within refund period)
- ☐ Medical grounds (attached evidence)
- ☐ Visa refusal (attached documentation)
- ☐ Programme deferral request
- ☐ Other (specify): _____

Brief Explanation of Circumstances:

(please provide details and attach supporting documents):

3. Payment Information

Total Amount Paid (SAR) Click or tap here to enter text.

Date of Payment (attach receipt) Click or tap to enter a date.

Payment Reference Number (if applicable) Click or tap here to enter text.

Amount Requested for Refund (SAR) Click or tap here to enter text.

Preferred Refund Method:

☐ Bank Transfer ☐ Card Reversal ☐ Same Payment Platform (Tabby/Tamara)

4. Bank Details (for Refund Transfer)

Bank Name Click or tap here to enter text.

Account Holder Name Click or tap here to enter text.

IBAN / Account Number Click or tap here to enter text.

SWIFT Code (if international) Click or tap here to enter text.

5. Declaration by Student

I declare that the information provided above is true and complete to the best of my knowledge. I understand that submission of this form does not guarantee a refund and that refunds are subject to the University Access Centre Refund and Withdrawal Policy.

Signature of Student: _____ Date: _____

Section 6 – Office Use Only

Processed By

Position

Date Received

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Verification of Payment Records: ☐ Confirmed ☐ Not Confirmed

Eligible Refund Amount (SAR) Click or tap here to enter text.

Reason for Adjustment (if any) Click or tap here to enter text.

Approval Level: ☐ Finance Manager ☐ Academic Registrar ☐ Centre Director

Signature of Approver: Click or tap here to enter text. Date of Approval: Click or tap to enter a date.