Tuition Fee Refund Application Form

GENERAL GUIDANCE

- This form should only be completed by students wishing to request a tuition fee refund in cases where unforeseen and exceptional circumstances prevented them from studying.

- Requests for tuition fee refunds can take up to **six weeks** to be processed and possibly longer during peak periods. Following submission of your request, you should not pursue the progress of your request within this period unless you have further evidence to submit. Any other correspondence will slow the process.

INSTRUCTIONS

- All sections must be completed in full. If any sections have not been completed, your request will not be considered.

- The form must be completed by the student concerned. We will not accept forms completed by a third party.

- Before filling in this form it is essential that you read the ‘Refund Policy’, which can be downloaded from [http://www.gla.ac.uk/study/short/informationforstudents/transfers/](http://www.gla.ac.uk/study/short/informationforstudents/transfers/)

- Details of where to submit completed applications can be found on page 4 of this form.

### Section 1: Personal Details

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<thead>
<tr>
<th>GUID Number:</th>
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<tbody>
<tr>
<td>Family name:</td>
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<tr>
<td>Given name:</td>
</tr>
<tr>
<td>Current contact address:</td>
</tr>
<tr>
<td>(including postcode)</td>
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<tr>
<td>Contact e-mail:</td>
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</table>

*Please ensure this email address is correct and up to date, as the majority of correspondence will be sent via email.*

Staff Use Only:

Date received ……………………. Form complete Yes ☐ No ☐ Acknowledged …………………..

Refund application (revised 03/12/18)
### Section 2: About Your Course

#### 2.1 Course Details:

<table>
<thead>
<tr>
<th>Academic year to which request relates (e.g. 2011/12):</th>
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<tr>
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<td>Name of course:</td>
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<td>Course Code</td>
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### Section 3: Details of your request

#### 3.1 Reason for Request:
Please note that academic failure or failure to receive funding from a sponsor or grant is not considered to be an exceptional circumstance, as each student accepts full liability for the course fees at enrolment. Tuition fee refund requests will not be considered in these instances.

- **Medical**: [ ]
  - Evidence required: Medical Certificate or letter from doctor/medical professional

- **Bereavement**: [ ]
  - Evidence required: Death certificate, plus evidence of your relationship to the deceased

- **Other**: [ ]
  - Please provide brief details and supporting evidence.

#### 3.2 Supporting Evidence:

- Evidence attached to form? Yes [ ] No [ ]
  - (Please only submit copies as original documents cannot be returned)

  Please provide details of evidence attached:

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REQUESTS FOR TUITION FEE REFUNDS WILL NOT BE CONSIDERED UNLESS SUPPORTING EVIDENCE IS SUBMITTED WITH THIS FORM

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Refund application (revised 03/12/18)
Section 4: Personal Statement

Tuition fee refunds and reductions in tuition fee liability will only be considered in cases of unforeseen exceptional circumstances. In the space below, please provide a statement detailing the exceptional circumstances that preceded your request. **IF YOU DO NOT INCLUDE A PERSONAL STATEMENT YOUR REQUEST WILL BE NOT BE CONSIDERED**

* Additional pages can be attached to this form. Please indicate in the space above if you have done this.
Section 5: Declaration

YOUR APPLICATION FOR A TUITION FEE REFUND OR REDUCTION IN TUITION FEE LIABILITY WILL NOT BE CONSIDERED UNLESS YOU SIGN AND DATE THIS DECLARATION

- I confirm that to the best of my knowledge and belief, the information I have given on this form is true and complete and I understand that if I have given false information my request will not be considered.
- I confirm that I have read and understood the ‘Tuition Fee Refund Guidelines’ of the Centre for Open Studies, and I am aware that any tuition fee refund or reduction in tuition fee liability is entirely at the discretion of the Director of the Centre or nominee.
- I understand that failure to complete the form in full will result in my request not being considered.

<table>
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<tr>
<th>Your full name: (in BLOCK CAPITALS)</th>
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<table>
<thead>
<tr>
<th>Your Signature:</th>
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<tr>
<th>Date:</th>
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Where to submit this form

Once completed, this form can be submitted in the following ways:

Sent as an attachment by email to shortcourses@glasgow.ac.uk

Posted to the following address: Refund Applications
Short Courses
St Andrew's Building
11 Eldon Street
Glasgow
G3 6NH

Checklist

Before submitting this form, use the checklist below to ensure that you have fulfilled all the requirements. Incomplete application forms will not be considered, and you will need to complete a new form if you wish to apply again.

Have you completed all sections of the application form?

- Section 1: Personal Details           Completed ☐
- Section 2: About Your Course          Completed ☐
- Section 3: Details of Your Request    Completed ☐
- Section 4: Personal Statement        Completed ☐
- Section 5: Declaration                Completed ☐
- Supporting evidence included         ☐