



## REFUND REQUEST FORM

STUDENT INFORMATION		
First Name	Last Name	Student ID
Email Address		
REASON FOR REFUND (please attach supporting documents)		
PREFERRED REFUND METHOD		
<input type="checkbox"/> <b>Option #1 Cheque</b>  Cheque payable to:	<input type="checkbox"/> I will pick up cheque at Alexander Academy	
	<input type="checkbox"/> Please mail cheque to:	
<input type="checkbox"/> <b>Option #2 Wire Transfer (Additional fees may apply)</b>		
Account holder name:	Bank name:	
Account holder address:		
Account number:	Swift code:	
Bank address:	Additional Information/Notes (If applicable)	
<input type="checkbox"/> <b>Option #3 Western Union-for fees paid via Western Union's Global Pay platform (Additional fees may apply)</b>		
DECLARATION		
I understand that it is my responsibility to be aware of and to comply with the policy and procedures of Alexander Academy.		
Parent Signature	Date	
OFFICE USE ONLY-REFUND CALCULATION		
Tuition Fee Paid	Refundable Tuition Fee	Administration Fee Charge
Activity Fee Paid	Refundable Activity Fee	Total Refundable Amount