



REFUND REQUEST FORM

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