

## REFUND REQUEST FORM

| <b><u>STUDENT INFORMATION</u></b>   |  |                                  |
|---|--|----------------------------------|
| <u>First Name</u>   | <u>Last Name</u>   | <u>Student ID</u>                |
| <u>Email Address</u>  |  |                                  |
| <b><u>REASON FOR REFUND (please attach supporting documents)</u></b>  |  |                                  |
|   |  |                                  |
| <b><u>PREFERRED REFUND METHOD</u></b>   |  |                                  |
| <input type="checkbox"/> <b><u>Option #1 Cheque</u></b>   | <input type="checkbox"/> <u>I will pick up cheque at Alexander Academy</u> |                                  |
| <u>Cheque payable to:</u>   | <input type="checkbox"/> <u>Please mail cheque to:</u>                     |                                  |
| <input checked="" type="checkbox"/> <b><u>Option #2 Wire Transfer (Additional fees may apply)</u></b>                       |  |                                  |
| <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>                        |                                  |
| <b><u>Option #3 Western Union-for fees paid via Western Union’s Global Pay platform (Additional fees may apply)</u></b>     |  |                                  |
| <b><u>DECLARATION</u></b>   |  |                                  |
| 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>  |                                  |
| <b><u>OFFICE USE ONLY-REFUND CALCULATION</u></b>  |  |                                  |
| <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>   |

|                       |                                  |
|-----------------------|----------------------------------|
| Uniform Fee           | Refundable Uniform Fee           |
| Medical Insurance Fee | Refundable Medical Insurance Fee |
| Graduation Fee        | Refundable Graduation Fee        |