

Withdrawal and Refund Application

Please **DO NOT PRINT** this form. This is an editable PDF form, which **MUST** be filled in digitally.

The Deadline for submission of Refund Request, as per Study Agreement and Refund Policy, is 14 days prior to start date of the relevant Intake. Students, whose visa was refused, are exempt from the Deadline condition. Once the visa refusal received, the student has up to 45 days to apply for the refund from the date on the visa refusal letter.

Please fill in all fields of this form and send it back to us as a PDF document at refunds@berlinsbi.com. The processing of your refund request will take 30 days, after submission of this form to BSBI.

SECTION 1: STUDENT DETAILS

Full Name:

Student Number:

Passport Number:

Address: (including country):

Telephone Number (incl. Country Code):

SECTION 2: WITHDRAWAL OR REFUND REASON

Withdrawal from the course of study (with possible refund) due to:

Visa Rejection

Conditions of offer letter not met (including failure of the English test)

Health Conditions

Other Reasons

Refund due to:

Overpayment

Refer a Friend Scheme

Scholarship

Other Reasons

A refund will be subject to deductions based on the Study Agreement.
An Administration Fee of €150 is charged as per the Section V of the Study Agreement.

SECTION 3: BANK ACCOUNT DETAILS

Please ensure that correct details are quoted. Failure to do so may result in delay and additional charges.

Bank Name:

Bank Address (including country):

Account Holder Name:

Account Number/IBAN:

Swift Code/BIC Code:

IFSC Code (for India only):

Currency of the Bank Account:

SECTION 4: THIRD-PARTY BANK ACCOUNT DETAILS

If you need the funds to be transferred to another person or company, please tick YES or NO. If yes, please enter the full name of company or person, including the Passport Number.

Yes

No

Full name of Company or Person (with Passport number):

Bank details of third-party, please put in section 3.

SECTION 5: SPECIAL TRANSFER

In case you wish your deposit/tuition fees to be allocated for another applicant/student, please indicate the student number, name and passport number

Student Number:

Full Name:

Passport Number:

Digital Signature:

Date:

For BSBI Staff to fill out:

As per our account you paid an amount of € _____ We will therefore refund € _____ into your quoted bankaccount above.
