

Request for refund / concession due to recent loss of employment

Important information:

If you have recently been made redundant, you can ask for a refund or claim the concessionary fee rate if the following applies to you:

- ✓ I work at least 3 days per week.
- ✓ For the past year, I have worked for the same employer.
- ✓ My contract has been terminated entirely. (It's not just a reduction in the number of working hours.)
- ✓ I was already enrolled on the course when I received notice.

Hereafter, we list the options available to you. Please tick the option you want to choose and fill in your personal details on the reverse side of this form.

Please note: We will require a copy of your redundancy letter, and we reserve the right to check the situation with your (former) employer.

If the course has not yet started at time the notice was received you can (tick as appropriate)

be withdrawn from the course and ask for a **full refund**. (No administration fee will be retained.)

or
ask for the fee to be changed to **concessionary fee** and the **difference to be refunded**

If the course had already started at the time the notice was received you can complete the course and you can (tick if appropriate)

Ask for a pro-rata refund of the sessions that
follow after receipt of notice.

NOTE: If you decide to complete the course then the minimum amount to be retained by City Lit is the concessionary fee rate for that course.

A decision will be given to you within 1 working week from the date of submission of this request.

Request for refund / concession due to recent loss of employment

Student details:

Name (BLOCK CAPITALS):	
Address	
Email address and telephone number	

Employer (name / address)	
Contact details (line manager / HR department)	

How long have you been employed with this company?	
How many hours did you work per week?	
At what date were you made redundant?	
Please attach a copy of your redundancy letter!	

.....
Date

.....
Signature

Notice:

This offer is made in good faith. If you subsequently gain employment during the time of your course, you may wish to inform the college.

This offer is discretionary on the part of the college and our decision is final.