**Inspire Learning Learner Tuition Fee Refund Request Form**

|  |  |
| --- | --- |
| Learner Name |  |
| e-mail |  |
| Phone number |  |
| Address |  |
| Course  |  |
| Venue |  |
| Reason for refund request |  |
| Date of last session attended |  |
| Initial payment method *payment by cash will be refunded by cheque posted to the address given above)* | [ ]  Eventbrite [ ]  Phone [ ]  Card in library [ ]  Cash |
|  |
| **For office use only** |
| Refund amount |  |
| Approved by |  |
| Date |  |
| Date refund processed |  |
| Refund processed by |  |
| Refund method |  |
| Reference number |  |

Return to:

learning@inspireculture.org.uk

or

Inspire Learning, Eastbourne House, Station Road, Sutton-in-Ashfield, Notts. NG17 5JA.