

## Refunds application form

<b>Name</b>	<b>Date</b>
<b>Address</b>	<b>Course</b>
<b>Amount paid</b>	<b>Method of payment</b>
<b>Reason for Refund</b> <i>Note: Evidence must be attached for refunds relating to illness</i>	

**Please return form to:**

Address:

**Slough** Enrolment, Adult Learning, Slough, Windsor and Maidenhead, Wellington Street, Slough SL1 1XY.

**RBWM:** RBWM Enrolment, Adult Learning, Slough, Windsor and Maidenhead, Riverside Centre, West Dean, off Ray Mill West, Maidenhead SL6 7JB

**Contact details**

Telephone: 01753476611

Email: [lifelonglearning@slough.gov.uk](mailto:lifelonglearning@slough.gov.uk)

There will be a £10 administration charge for each refund. Refunds will be given in person in cash at the Curve (Slough), Riverside centre (RBWM) or other agreed council venue.

Official use only:

Amount approved	Processed by	Date	Declined	Signed
Learner no.:				
Details				