

# REFUND REQUEST FORM



Applicants' Name & Contact #: \_\_\_\_\_

Student Receipt #: \_\_\_\_\_

Name of JN Account Holder \_\_\_\_\_ Branch Location \_\_\_\_\_

**(ONLY JAMAICA NATIONAL ACCOUNTS)**

US Currency Account # \_\_\_\_\_ JA Currency Accounts \_\_\_\_\_

For all US Programme Fees \_\_\_\_\_ For all Airfare Refund & any Programme Fees paid JA\$ \_\_\_\_\_

Reason for Refund Embassy Refusal  Applicant Cancellation  Sponsor Denial

REQUESTING A REFUND FOR: (Check all that may apply)

- Programme Fee Amount Requesting: US \$ \_\_\_\_\_
- Visa Fee Amount Requesting: JA \$ \_\_\_\_\_
- Airfare Amount Requesting: JA\$ \_\_\_\_\_

Please indicate if the **DS Form** has been returned to STEEP. Yes  No

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Important Notices (please read)

- All refunds will be paid out once you have returned your DS2019 form/Work permit to STEEP International in the appropriate time. This is done to verify your denial at the US Embassy or your cancellation from the programme.
- Submission of this form does not guarantee eligibility for a refund. Please check that you have complied with all refund regulations.
- Please see refund policy

FOR OFFICIAL USE ONLY

Amount Due: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Processed By: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_

COMMENTS/ Refund Type: \_\_\_\_\_