

## Help for students who have recently been made redundant

### Help with fees

If you have recently been made redundant, you can ask for a refund or claim the concessionary fee 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 ended entirely. (It's not just a reduction in my working hours).
- ✓ I was already enrolled on the course when I received notice.

We will need a copy of your redundancy letter, and we reserve the right to check your situation with your former employer.

**Please tick the option(s) you want to choose and complete your details on the reverse of this form.**

<p>If your course <b><u>has not yet started</u></b> at the time your notice was received, would you prefer:</p> <p>To pay the concessionary fee and to receive a refund for the difference that you have paid? <input type="checkbox"/></p> <p><b>OR</b></p> <p>To withdraw from the course and receive a full refund? <input type="checkbox"/></p>	<p>If your course <b><u>has already started</u></b> at the time your notice was received, would you prefer:</p> <p>To pay a pro-rata'd concessionary fee for any classes still to take place and to receive a refund for the difference that you have paid? <input type="checkbox"/></p> <p><b>OR</b></p> <p>To withdraw from the course and receive a pro-rata refund for any classes that follow after you received your notice? <input type="checkbox"/></p>
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### Help with careers advice

We offer a careers service, which is part of the National Careers Service, available free to every adult in England. Our advisors can help you to review your career options, develop a CV, improve your interview skills and find a course that's right for you.

Would you like to arrange an appointment with a careers advisor? Yes  No



**We will contact you with the outcome within a week after receiving your request.**

Student details:		
Name: (Please use BLOCK CAPITALS)		
Address:		
	Postcode:	
Telephone:		
Email:		

Employer		
Name:		
Address:		
	Postcode:	

Contact details	
Line Manager / HR Dept.	

How long have you been employed at 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**

Signature:		Date:	D D M M Y Y
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**Please note:**

This offer is made in good faith. If you subsequently gain employment during the time of your course, you may wish to inform us. This offer forms part of our refund and transfer policy, found on our website.