

Refund Form

Learner Fee Refund Request Form · Doc # Refund/001 · Rev 00 · Aligned with NEBOSH Refunds Policy

* Indicates required question

1. Email *

2. Date of Request *

Example: 7 January 2019

3. Learner Details: *

Full Name

4. Email *

5. *

Mobile number

6. Course / Qualification name *

7. Exam date(s) *

Example: 7 January 2019

8. Exam registration closing date *

Example: 7 January 2019

Payment Details:

9. Amount paid (currency and figure) *

10. Date of payment *

Example: 7 January 2019

11. Transaction reference / receipt no. *

12. **Transaction Paid** *

Mark only one oval.

☐

Pakistan Account IOCH Faysal bank

☐

Saudi Arabia Peerless Training & Development Bank Al-Rajhi Account

13. Payment method *

Mark only one oval.☐

Cash

☐

Bank transfer

☐

Online

☐

Other

14. Original fee paid by *

Mark only one oval.☐

Learner

☐

Third Party

☐

Blood Relation Family Member (Father, Mother, Brother & Sister Only)

Type of Request

Select one Option Below

15. Requesting as per below selected condition *

Mark only one oval.

- ☐ A. De-registration before the exam closing date (Wrongly registered (incorrect course / qualification) or wishes to withdraw. Entitlement: 100% of the examination registration fee.)
- ☐ B. Cancelling Before 1 week of closing date (70% of the examination registration fee (covers administration costs).
- ☐ C. Examination cancelled by NEBOSH, or enforced Covid-19 lockdown in the exam / learning area (Entitlement: 100% of the examination registration fee.)
- ☐ D. Adverse weather or other unexpected event that cancelled the exam (Entitlement: case-by-case decision.)
- ☐ F. Mistakenly paid by third party account, I want refund & re-deposit (Entitlement: 100% refund before registration.)

16. Justification *

Supporting Documents Attached

17. Attachment as per below details *

Tick all that apply.

	Yes
Copy of payment receipt / transaction proof	☐
Fee Sender ID / Passport	☐

18. Attachment below *

Files submitted:

19. Sender National Identity Card or Passport Copy must be attached *

Files submitted:

Refund Payment Details

The refund is paid by the same method as the original payment and goes to the party that paid the original fee: the learner, the Learning Partner, or – if an employer or other third party paid – to that third party, sent care of the learner.

20. Refund payable to *

21. *

Bank name

22. Account holder name *

23. *

Account number / IBAN

Learner Declaration

24. I declare that the information provided is true and accurate, and that the supporting evidence attached is genuine. I understand that (a) requests for absence must be submitted within 20 working days of the examination date, (b) incomplete requests or requests without the required evidence may be returned and not processed, and (c) registration fees cannot be transferred from one examination sitting to another. *

Mark only one oval.

☐ Yes

☐ No

25. Learner Name (Signature) *

26. Date of Submission

Example: 7 January 2019

This content is neither created nor endorsed by Google.

Google Forms