

Educational Institution Advance Refund Letter Template

Subject: Request for Refund of Advance Fee Payment

Dear [Registrar/Finance Office],

I am writing to request a refund of my advance fee payment of \$[Amount] submitted on [Date] for [semester/course/program]. Due to [course cancellation/withdrawal before semester start/medical reasons/transfer], I am unable to continue and am eligible for a refund as per institutional policy.

I have enclosed my withdrawal form, medical documentation (if applicable), and original payment receipt. Please process the refund according to the university's refund schedule.

I would appreciate confirmation of receipt and expected processing time.

Respectfully,

[Student Name]

[Student ID]

[Contact Details]

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