

SAMPLE REQUEST FOR LETTER TO CADIVI FOR RELEASE OF MONEY

First Name

Last Name

Date of Birth Passport Number.....

Start date End date.....

Number of weeks/hours per week.....

Registration fee.....

CADIVI fee.....£50..... (This fee includes the letter to CADIVI and one change/amendment to the letter. Any further changes will incur a £20 administration fee per letter).

Cost of course.....

Cost of homestay/student residence (arranged by the school **only**).....

Cost of insurance.....

Total amount to be transferred to centre name.....

Bank details:

Centre bank details

*I understand that only the total amount due for course and homestay should be transferred into **centre's** account and that **centre** cannot give cash reimbursement for any overpayments made.*

I understand that it is the responsibility of the student to ensure that transfers from Cadivi for personal living expenses in the UK are released to the student personally, not to the school.

Spanish translation

Estoy en conocimiento que sólo el importe total correspondiente a curso y acomodación deberá ser transferido a la cuenta bancaria del **centre** y el **centre** no podrá reembolsar dinero sobre cualquier sobrepago realizado.

Estoy en conocimiento que es de responsabilidad del estudiante el asegurarse que el dinero correspondiente a gastos por manutención en el Reino Unido sea transferido directamente al estudiante, no a la escuela.

SIGNED.....

DATE.....