



REFUND / CANCELLATION FORM

Date:	Branch: Evia Hub
Student's Name:	School Year:
Amount requested:	Level/Section:
Payee name:	
Reason:	

Requirements to be submitted to TLA for processing of approved refund:

- Original signed Refund Request Form
- Original Official Receipt

Requested by:

Signature Over Printed Name

Date

-----To be filled in by TLA Admin only-----

Original Receipt Details:	Number:
	Date:
	Amount:
Comments / Computation:	
Amount approved:	Bank: BDO EastwestBank Check No.: Online Transfer Reference No.: Date released:
Approved by:	Date: