

OXFORD UNIVERSITY LANGUAGE CENTRE

12 Woodstock Road, Oxford OX2 6HT
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OPAL Student partial reimbursement form 2015-2016

Please note that you can only seek partial re-imburement (usually about 50%) of your OPAL course fees from your College upon successfully completing all three terms of an OPAL course (including the exam and project term in Trinity Term 2016)

TO BE COMPLETED BY STUDENT:

Surname First Name(s)

College Dept/Faculty/Institution

E-mail address

Degree course (if applicable) Year of Study
(e.g. BA in Modern languages, MSc in Software Engineering)

OPAL course: Language Level

TO BE COMPLETED BY COLLEGE SENIOR TUTOR:

College Senior Tutor's agreement

I support the above-named student's application for a place on OPAL.

Name

Signature

College

Applicants should only return this form to the OPAL Administrator, Sarah Cook, opal@lang.ox.ac.uk, at the Language Centre, 12 Woodstock Road, OX2 6HT, IF you wish her to keep hold of the form on your behalf. It is your responsibility to approach your college or department at the end of the year to receive your reimbursement.

N.B.: Important Information regarding the reimbursement process:

- *You must seek signature of approval from your college senior tutor at the beginning of the year to ensure that they will reimburse some of the fee at the end of Trinity term (upon successful completion of the full course of 3 terms)*
- *We can hold the form for you but only as confirmation that you have the approval*
- *Upon successful completion of the course in Trinity – and upon receipt of the certificate, YOU should approach your college for reimbursement. We do not seek the reimbursement on your behalf. It is up to you to action it. This will be at the end of Trinity term. The fees must have been paid fully by yourself at the start of the course, and you should keep a note of your receipt number in case your college needs it as further proof of payment.*
- *Receipt Number* *Paid (Date)*