

Oxford University Language Centre
12 Woodstock Road
Oxford OX2 6HT
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Fast Track (formerly OPAL) student partial reimbursement form 2018-2019

Colleges may consider offering a reimbursement of up to 50% of the fee to students taking Fast Track (formerly OPAL) courses, payable on completion of the course at the end of Trinity Term. Please note this reimbursement form does not apply to the General and Academic language courses.

This form is for use between the student and their college only. Therefore Language Centre does not require a copy of this form. Both the student and the college are recommended to keep a signed copy as a record that the course is being undertaken by the student and that the college has agreed to make a partial reimbursement to the student on completion of the course at the end of Trinity term. Any forms sent to the Language Centre will be not be retained.

Students are advised to:

- ensure they complete this form and have it signed by the relevant college authority (usually the Senior Tutor or their proxy) at the beginning of the academic year
- ask their college what their local reimbursement process is and what they need to do to claim the reimbursement. The Language Centre is not able to seek reimbursement on a student's behalf.
- note that they will receive a certificate on successfully completing the course, which can be used to certify successful completion to the college
- keep a copy of their payment receipt in case the college requires proof of payment

TO BE COMPLETED BY STUDENT IN BLOCK CAPITALS/TYPED:

Surname Forename

Fast Track course being studied:
Language Stages

Email address

Degree course Year of Study

TO BE COMPLETED BY SENIOR TUTOR/RELEVANT COLLEGE AUTHORITY IN BLOCK CAPITALS/TYPED:

I note the above-named student is intending to take a course on the Fast Track pathway at the Language Centre and agree that the college will partially reimburse the course fee to the student according to college policy if the course is completed in Trinity Term.

Name

Position

Signature

Date