Refund App Received

To <insert-person-here>

Subject: Refund Application

<this is where nice photo would go>

Hello <student name>

We have received a request for a refund for your course

Please would you confirm this by clicking this link <insert-link-here>

If you did not request a refund for your course please contact <us> as soon as possible

Many thanks

<Whoever>

<this is where nice photo would go>

Approved by refunds

To <insert-person-here>

Subject: Refund Application

<this is where nice photo would go>

Hello <student name>

Your refund application has been reviewed by our refunds team and is now being processed by our finance team

Thank you for your patience

<Whoever>

<this is where nice photo would go>

Approved by finance

To <insert-person-here>

Subject: Refund Application

<this is where nice photo would go>

Hello <student name>

Your refund application has been processed by our finance team and should be on the way to you

This concludes your refund application.

Thank you for your patience

<Whoever>

<this is where nice photo would go>

Deny app (either step)

To <The head honcho>

Subject: <stu-num> Refund Application Denied

Stu num has had their refund application denied at <insert stage> for <insert reason>

Refund Update

To <refunds or finance>

Subject: Refund Portal

Hello <insert person>

There are currently x amount of people waiting for refund reviews

Thanks

The cookie monster