**CANCELLATION FORM**

* Name:
* Date of Birth:
* Nationality:
* Passport No. :
* Name of Course:
* Home Address:
* Phone No. :
* Reasons of cancellation:
* Date of Payment:
* Amount:

**\* The bank account is for an account under: the identical person ( ) / a representative ( )**

1) Korean Bank: **A copy of bankbook** must be submitted to the office.

2) Foreign Bank: **A copy of bank statement** must be submitted to the office.

|  |  |
| --- | --- |
| **Bank Name** |  |
| **Branch Name of the Bank** |  |
| **Address of the Bank Branch** |  |
| **Account Number** |  |
| **Account Holder’s Name** |  |
| **Account Holder’s Address** |  |
| **IBAN Number** |  |
| **Swift Code** |  |
| **Phone No.** |  |
| **Account Holder’s ID No. or Passport No.** |  |

\* Please attach ***power of attorney*** *&* ***copy of the representative’s ID*** if a representative gets the refunded tuition.

* Name of representative(person who receives refunded tuition):
* Phone No.:
* Relationship: 1. Family ( ) / 2. Friend ( ) / 3. Others ( )

**Year Month Day (Signature)**

**고려대학교 국제어학원장 귀하**

**Power of Attorney**

Dear Director of Institute of Foreign Language Studies,

**KNOW ALL MEN BY THESE PRESENTS THAT**

**I,**

1) Name, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Date of Birth, (yyyy/mm/dd) / /

**DO HEREBY APPOINT AND CONSTITUTE**

1) Name, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Date of Birth, (yyyy/mm/dd) / /

**to be my attorney in my name and on my behalf to receive my refunded tuition from Korean Language Center.**

20 . . .

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)