

## **Requesting a Refund from UKVI**

To request a refund of your Visa Fee you should:

1. Sign into your [Visa4UK account](#) using your email address and password;
2. Select the option 'View Appointment' for your application;
3. Select the option 'Cancel Appointment';
4. Select 'Yes' in the following confirmation dialogue box;
5. Select the option 'View Payment' for your application;
6. Scroll down to '7. Request Refund' and select the option 'Request Refund';
7. Explain your reason(s) for requesting a refund in the area provided and then select the option 'Apply for refund'.

Your request will be sent to us and we will aim to process your refund request within 10 working days. The funds should appear in your account 3 to 10 days after your refund has been processed.

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## **Requesting a Refund from VFS Global**

If you are eligible for a refund of your VFS service fee, you must request your refund through our website. To initiate this request, please click [here](#). Here, you will see a drop-down menu entitled Quick Links. Select "Refund" and enter your GWF number and Last name. After submitting these details, please print your online transaction letter and hand it over to our staff on your appointment date.

Please note that applicants who purchased Priority Visa service through the VFS payment gateway will only be eligible for a refund if the visa has not yet been processed. A refund cannot be granted after the visa decision has been completed. To see if you are eligible for a refund, please click [here](#).

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