

REFUND REQUEST FORM

Please return, fully completed by email
to internationalsupport@ncirl.ie

Please note that refunds can take up to 6 weeks to process. During peak recruitment periods, refunds may take longer.

Refund requests will only be processed where an applicant has attached their most recent offer letter, NCI fees receipt and MT103/swift copy.

SECTION 1: STUDENT DETAILS

Title <small>(Ms/Mrs/Miss/Mr/Dr)</small>	First name	Surname
Mobile No.	Email	
Nationality	Country of Residence	
Application ID	Course	Amount paid to NCI to date
Method of payment <input type="checkbox"/> Bank transfer <input type="checkbox"/> TransferMate <input type="checkbox"/> Cheque <input type="checkbox"/> Credit card		

SECTION 2: REFUND DETAILS (ONLY TO BE COMPLETED WHERE PAYMENT WAS MADE BY BANK TRANSFER)

These bank details must match the account the funds originate from. If details do not match the refund cannot be processed.

Bank Details	
Account Holder Name	Branch Code
Bank	Account no
Branch Address	Swift Code

FOR NCI USE ONLY

Internal Reference	Recommended by	
Refund amount	Reason for refund	
1st Approval	2nd Approval	Cheque Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Cheque no	Cheque Amount	