

REFUND REQUEST FORM

Hand written forms will not be accepted. Typed Forms should be emailed to internationalsupport@ncirl.ie

SECTION 1: STUDENT DETAILS

First name	Surname
Student ID	Course

SECTION 2: METHOD OF PAYMENT

☐ TransferMate
 ☐ Bank transfer
 ☐ Bank Transfer through Third Party e.g. EBIXCASH, Cohort Go etc.

SECTION 3: REFUND BANK DETAILS

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

Bank Details

Account Holder Name	Bank Identifier Code (BIC) / Swift Code
Bank Name	Bank Account Number
Branch Address	IBAN (Required for Bank Accounts in Ireland and the EU)
	Routing Number (Required for bank accounts in USA)

SECTION 4: CHECKLIST FOR REQUIRED DOCUMENTS

Refunds are processed within 20 business days from receipt of a complete refund request form and all required supporting documents. All refunds require the following supporting documents:

- ☐ Final NCI Fees Receipt
- ☐ Payment confirmation receipt(s) (Swift Receipt or MT103) from the originating bank account.
- ☐ Bank statement for the originating bank account showing the payment to NCI. This is required when the originating bank account must be verified in situations such as in the following.
 1. No MT103 available or the MT103 section 50k contains anything but a bank account number.
 2. If payment was made to NCI through a third party provider e.g. Ebixcash, Cohortgo, Flywire etc. NCI require the bank statement showing the payment to NCI through the third party.

Additional Supporting Documents, if applicable.

- ☐ Visa Rejection Letter. This should include all pages of the letter including the signature
- ☐ English Language Certificate. If does not meet English Language Requirement.
- ☐ Final Transcripts. If does not meet Academic Entry requirements.

Additional documents if students withdraw/don't travel or withdraw/return home within first six weeks.

- ☐ Cancelled Visa Sticker
 ☐ Boarding Pass if returned home
 ☐ NCI Student Card
 ☐ IRP Card