

# REFUND REQUEST FORM

Please return, fully completed by email  
to [internationalsupport@ncirl.ie](mailto: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 and all fees receipts received.

## 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
<b>Method of payment</b> <input type="checkbox"/> Bank transfer <input type="checkbox"/> Pay to Study <input type="checkbox"/> Cheque <input type="checkbox"/> Credit card		

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

<b>Bank Details</b>	
Account Holder Name	Branch Code
Bank	Account no
Branch Address	Swift Code

## FOR NCI USE ONLY

Refund amount	Reason for refund	
Recommended by	Approved by	
Cheque no	Cheque Amount	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"/>
Account no	Date posted out	
Nominal Code	Amount Posted	