

# REFUND REQUEST FORM

Please return, fully completed by email  
to [internationalsupport@ncirl.ie](mailto:internationalsupport@ncirl.ie)

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	
<b>Method of payment</b> <input type="checkbox"/> Cohort Go <input type="checkbox"/> Bank transfer <input type="checkbox"/> TransferMate <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.

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

## FOR NCI USE ONLY

Internal Reference	Recommended by		
Refund amount	Admin Fee	Refund Due	Reason for refund
Amount Paid to NCI			
1st Approval	2nd Approval		
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"/>	