

# Tuition/Exam Fee Refund Request Form



Student ID:	
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Student Name:	
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Address:	
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Course Code:	
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Course Title:	
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Course Start Date:		Last Date Attended:	
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Amount Paid (please attach NRC receipt):	
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**NB: Only courses cancelled by NRC will receive a full refund. No other refunds are available except on medical grounds. All requests are subject to approval in accordance with the NRC Refund Policy (printed on the back of your receipt)**

Reason for refund Request: (Please attach medical evidence)

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Signature:		Date:	
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## NRC Office Use Only

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Course Code:		Session Code:		Course Start Date:	
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<b>Evidence Provided</b>	Photographic ID	
	Letter from GP/consultant if applicable	
	Other	

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<b>Total Course Fee Due:</b>		<b>Amount Paid:</b>		<b>Refund Due:</b>	
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Paid by Sponsor:	Yes:		No:		Sponsor Name:	
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Prepared by: Student Services Team Leader		Date:	
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Approved by: Head of Student Services		Date:	
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PLEASE RETURN TO:

Refunds, Northern Regional College, 2 Coleraine Road, Ballymoney, BT53 6BP

Revised February 2018