

Applicant Name:	
Address 1:	
Address 2:	
Address 3:	
Contact phone number or email address:	
Course name:	Course code:
Reason for refund:	
Receipt number:	
Amount to be refunded:	
Signature:	Date:

- The onus is on the applicant to produce evidence to support the refund request. Examples of evidence required are listed below:

Fee	Evidence Required	Final Date for Refund
Student Services Fee	Copy of Receipt	1 st November
PLC Government Levy	Copy of Full Medical Card Copy of Letter of Grant Approval Evidence of BTEA Allowance	30 th September
QQI Exam Fee	Copy of Full Medical Card	31 st January

- This form must be completed, signed, accompanied by relevant documentation and returned by the due date.
- The following sliding scale will be applied to requests for refunds from an applicant who leaves a course.

Students service fee:	Refund:
■ Within 2 weeks of course commencement	90% of Student Services Fee
■ Within 4 weeks of course commencement	80% of Student Services Fee
■ Within 7 weeks of course commencement	70% of Student Services Fee
■ From the 1st November	0% refund

Examination/Training Fee(s):		
■ All examination/training fees will be refunded provided that they have not been paid to a third party on your behalf.		
FOR OFFICE USE ONLY		
Signed/Approved	Project	
	Scheme	
	Location	
	Other	
Date:		