

Part-time Course Fee Refund Request Form



Student ID:

Student Name:

Address:

Course Code:

Course Title:

Course Start Date:

Last Date Attended:

Amount Paid (please attach receipt):

Reason for Refund Request:

Signature:

Date:

NB: Only courses cancelled by NRC will receive a full refund. All other requests are subject to approval in accordance with the NRC Refund Policy (printed on the back of your receipt)

Office Use Only

Course Code:

Session Code:

Course Start Date:

Timescale for Refund:

Prior to course commencement:

Within 2 weeks of course commencement:

Quality Issue (detail below):

Total Course Fee Due:

Amount Paid:

Refund Due:

Paid by Sponsor:

Yes:

No:

Sponsor Name:

Withdrawal Form Completed:

Yes:

No:

By:

Prepared by: Campus Services Manager

Date:

Approved by: Head of MCS

Date:

Quality Issue Extra Refund Authorised by:

Date: