

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 receipt):	
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Reason for Refund Request:	
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Signature:		Date:	
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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:	
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Timescale for Refund:	Prior to course commencement:	
	Within 2 weeks of course commencement:	
	Quality Issue (detail below):	

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Total Course Fee Due:		Amount Paid:		Refund Due:	
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Paid by Sponsor:	Yes:		No:		Sponsor Name:	
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Withdrawal Form Completed:	Yes:		No:		By:	
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Prepared by: Campus Services Manager		Date:	
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Approved by: Head of MCS		Date:	
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