King's Inns Student Refund Request form

Student Name as entered on Application Portal	
7 Digit Kings Inns Student Number or application number	
Personal email address:	
Today's Date:	
Course Fee - Amount Paid:	
Refund Amount Requested: *	
Name of Course/Other Details:	
Reason for Requesting Refund:	
Withdrawal From Course:	
Refunds for application fee if supported by required documentation and within the criteria	
Deferred Entry: If a deferral is granted for Fees are not held and will be refunded and subject to Deferral and Leave of Absence Policy	
Leave of Absence:	Fees are not refunded when granted and held for that period, fees are forfeited after this period.

Please fill in all sections and with any required document undertreasurer@kingsinns.ie

***Please see https://www.kingsinns.ie/students/withdrawal for full details of our Deferrals and Leave of Absence policy and Withdrawals**

Refunds are processed withing 35 days of application. We will only refund fees to the Credit Card or Bank Account from which the payment has been made. We may contact you to verify these details prior to the refund being processed.

For Internal Use Only

Reviewed by (Administration): _____ Date: _____

Approved by:
CEO or
Head of Business Operations _____ Date _____