



For Office Use Only

Date Approved

Marked off in book.....

Type of Refund – Resit/Transcript/Parchment (circle)

Cost Centre Code.....

Approved by.....
(Student Administration)

Date Sent to Finance

REQUEST FOR REFUND OF FEES PAID TO EXAMINATIONS OFFICE ONLY

(Requests for tuition fee refund should be directed to Finance Office)

1 PERSONAL DETAILS

(i) Surname: _____ Title (Mr/Mrs/Miss/Other): _____

(ii) Forename(s) (in full): _____

(iii) ID Number: _____

(iv) Contact telephone number _____

(v) E-mail address: _____

2 REFUND DETAILS

Refund amount requested: _____ Amount of fees paid: _____

Date of payment: _____ Receipt/Ref. Number: _____

Payment made by: _____ Cheque/Cash/Credit Card (Delete as appropriate)

Reason for refund: _____

3. Bank name: _____

Address: _____

Name of account holder: _____

Account number: _____ Sort code: _____

IBAN number (if outside the UK): _____ SWIFT number (if outside the UK): _____

4 ADDRESS TO WHICH REMITTANCE SLIP SHOULD BE SENT

_____ Postcode: _____

SIGNED: _____ **DATE:** _____

...../see overleaf

THIS FORM SHOULD BE RETURNED TO THE APPROPRIATE CAMPUS EXAMINATIONS OFFICE

Coleraine students:

Examinations Office
Room H231
Ulster University
Cromore Road
Coleraine
Co Londonderry
BT52 1SA
Tel: 028-70124061
E-mail: examsce@ulster.ac.uk

Belfast & Jordanstown students:

Examinations Office
Room 4F01
Ulster University
Shore Road
Newtownabbey
Co Antrim
BT37 0QB
Tel: 028-90366422
E-mail: examsjn@ulster.ac.uk

Magee students:

Examinations Office
Room MD130
Ulster University
Northland Road
Londonderry
Co Londonderry
BT48 7JL
Tel: 028-71675258
E-mail: registrymg@ulster.ac.uk