

## TCD Refund Request Form

You are required to enter bank details on your portal in order to facilitate your refund being processed. Please follow the instructions below.

1. Enter the 'My Finance' section of your portal.
2. Click on 'Capture Bank Details'. Please note there can be **NO** spaces in your IBAN and BIC/SWIFT code.
3. Once you have entered your bank details under 'My Finance' do not re-enter this element of the portal as this will wipe your bank details from the portal for security purposes.

**If you are locked out of your portal please contact [asksusu@tcd.ie](mailto:asksusu@tcd.ie) to request access**

Once you have entered your bank details on the portal, please complete the below in order to request your refund. Submit the completed form in **SOFT COPY ONLY** to [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie) with subject line 'FAO Student Finance' in order for your refund request to be processed. No hard copies will be accepted.

<b>Student Name</b>	
<b>8 Digit TCD Student Number</b>	
<b>Today's Date</b>	
<b>Amount</b>	
<b>Reason for requesting a refund</b>	