Leap Card/Student Travel Card Refund

Application Form

Please complete this form in BLOCK CAPITALS
(*) = required field

Completed applications should be sent to: Leap Card Customer Care, PO BOX 12119, Dublin 24

Please Note:
*** Student Travelcards do not have a refundable deposit; the fee paid at time of purchase is not refundable.**
*** Refund by bank transfer to Republic of Ireland bank account holders only; customers residing outside of ROI will be refunded by cheque.**

1. Leap Cardholder's Personal Details

First Name *

Surname *

Date of Birth * d d m m y y y y

2. Leap Cardholder's Contact Details

Address 1 *

Address 2

Town *

Phone

Email

Post code

County *

Country *

3. Leap Card Details

Leap Card number *
(first 10 digits only)

Please indicate you Leap Card type and status:

Card Type: ☐ Adult ☐ Child ☐ Student

Card Status: ☐ Un-Registered ☐ Registered ☐ Personalised Photo Card

4. Refund Information

Refund reason * ☐ Card lost/stolen ☐ Card faulty ☐ Card no longer required

PLEASE NOTE: Leap Cards which are no longer required or faulty **must be** returned with this completed form.

5. Bank Account Details

Approved refunds will be paid via bank transfer to the designated bank account below. Your refund will appear on your bank statement as, 'Leap Card Refund'.

Name of the Bank *

Branch Code*

Name of Bank Account Owner *

A/C Number *

6. Signature

Leap Cardholder's signature *

Date * d d m m y y y y

i Approved refunds will be paid via bank transfer to the designated bank account in section 5 of this form.

ii While we endeavour to complete all refunds as quickly as possible it can take up to 21 working days from receipt of completed application form for refund requests to be processed.

iii Determination of value:
(a) All refunds are subject to Leap Card Terms and Conditions* and the refund policies of the individual Transport Operators
(b) The Authority's determination of value shall be final

*For Leap Card Terms & Conditions please go to www.leapcard.ie

For office use only:

Processed by

Date

Transaction ID

Refunded amount

☐ Approved ☐ Declined

If declined state the reason