

REFUND REQUEST

NOTE: Refunds will be issued in accordance with your payment method.

***** ALL INFORMATION MUST BE COMPLETED AND THE FORM SIGNED *****

DATE: _____

STUDENT NAME _____

ID # _____

REFUND AMOUNT _____ SEMESTER(S) _____

CURRENT ADDRESS:

House Number/Street _____

Apartment No. _____

City, Province, Postal Code _____

Home Telephone # _____ Cell # _____

Email Address _____

I have read this form and understand the refund conditions:

Student Signature: _____ Date _____

Received by: _____ Date _____
Signature Bursar Representative

Incomplete request forms will NOT be processed. The Refund Department will make the final determination of refund eligibility according to Federal Title IV Regulations. ADDITIONAL PROCESSING TIME MAY BE NECESSARY DURING TIMES OF PEAK REFUND VOLUME.