

## Refund Request - International

**To request a refund the following fields must be fully completed**

Student Information (as it appears in your passport)

First \_\_\_\_\_

Last \_\_\_\_\_

Date of Birth (DD/MM/YY) \_\_\_\_\_

UNBC Student Number: \_\_\_\_\_

If you applied through an agent what is the name of the Agency: \_\_\_\_\_

Reason for Refund Request (select one):

Study Permit Refused

- **Required Document:** Copy of official refusal letter

Change of school (School must be a Designated Learning Institution – DLI)

- **Required Document:** Letter of Acceptance from DLI School
- **Required Document:** Copy of Study Permit

Other

- Please specify: \_\_\_\_\_

**DECLARATION** I hereby declare the information I have submitted in this Application for Refund is correct and true. I understand that completion of this signed application permits the University of Northern British Columbia to request and/or confirm any information necessary to support my Application for Refund; that submission of any false statement or documents will result in the immediate and final rejection of the Application for Refund from the University of Northern British Columbia. I further understand and agree that I am bound by UNBC refund policies and procedures.

**INFORMATION RELEASE STATEMENT** Students are advised that the use of information provided on this form, and other information placed in a student record, complies with the BC Freedom of Information and Protection of Privacy Act, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the Canada Statistics Act, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

I have read and understand the statements contained in the "Declaration" and "Information Release Statement" sections above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please submit this form and all required documents in one email to [internationalrefunds@unbc.ca](mailto:internationalrefunds@unbc.ca).  
For the International Deposit refund policy and information visit the [UNBC website](#).**

# Student Refund Request



**Finance Department**  
 3333 University Way, Prince George, BC V2N 4Z9  
 Phone: 250-960-5510 Fax: 250-960-5794  
 Email: [finance@unbc.ca](mailto:finance@unbc.ca) Web: [unbc.ca/finance](http://unbc.ca/finance)

Student #		Date	
Last Name		First Name	
Current Address		City/Town	
Province		Country	
Postal Code		Refund amount requested	\$
<input type="checkbox"/> Direct deposit*	<input type="checkbox"/> Existing <input type="checkbox"/> New <input type="checkbox"/> Change	<input type="checkbox"/> Web	<input type="checkbox"/> Cheque by Mail <input type="checkbox"/> Financial Aid
Reason for Refund			
Signature			

Please return completed forms to: UNBC Finance by email from your UNBC email account, or by mail or fax (contact information at top right of form)

**\*\* No refunds will be processed between the first day of classes and the add/drop date\*\*  
 PLEASE ALLOW TWO TO THREE WEEKS FOR PROCESSING**

<b>This section to be completed by UNBC Finance Department</b>			
Requested by:	<input type="checkbox"/> Student	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Registrar's Office <input type="checkbox"/> Financial Aid
Verifications:	<input type="checkbox"/> T2 clear	<input type="checkbox"/> Sierra clear	<input type="checkbox"/> TDFR _____ <input type="checkbox"/> GXADIRD
<b>Description</b>		<b>Amount</b>	
<b>Total Amount to be Refunded:</b>		<b>\$</b>	
Authorization Signature		Date entered	
Keyed by		Document #	
<input type="checkbox"/> Direct deposit	<input type="checkbox"/> Cheque by Mail	<input type="checkbox"/> Web	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Interac <input type="checkbox"/> Amex or Discovery <input type="checkbox"/> EPBC
<input type="checkbox"/> _____			

\* Refund forms requesting Direct Deposit for the first time will not be processed unless accompanied by a completed Direct Deposit Authorization form with supporting documents.