



# REFUND REQUEST for STUDENT HOUSING

Email completed form to Housing@keyano.ca

## Student Information

LAST NAME		FIRST NAME		DATE OF BIRTH (MMDDYYYY)	
PROGRAM OF STUDENT				KEYANO STUDENT ID #	
ADDRESS			CITY	PROVINCE	POSTAL CODE
PH #	HOME EMAIL	REFUND REQUEST AMOUNT	TERM YEAR YYYY		

## Requesting Refund For (check one)

Damage deposit

Overpayment of parking

Overpayment of rent

Overpayment of utilities

**PLEASE NOTE:** Refunds are processed based on the method of original payment. When possible, credit card refunds are refunded to the credit card. Payments made by cash, debit card or non-refundable credit cards are refunded by cheque or direct deposit (see page 2 for Domestic students only information) in Canadian funds. Payments made via TransferMate are refunded via TransferMate.

## Method of Original Payment Made by (check one)

Cash, Cheque or Debit (**Domestic banks only – complete information on page 2**)

Plastiq (**Complete domestic or international banking information on page 2**)

Credit Card – AMEX

TransferMate (international students only)

Credit Card – Master Card

Student Loan (**complete information on page 2**)

Credit Card – Visa

Wire (**International students only – complete information on page 2**)

## For Cheque Refunds ONLY

Please hold the cheque for pick up.

Please mail the cheque to the address above.

## Student Confirmation Statement

I understand that all requested information must be provided for my refund to be processed in a timely manner, and that failure to attach supporting documentation may result in a delay of my refund.

STUDENT SIGNATURE	DATE
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**For Cash, Cheque or Debit, Plastiq, Student Loan or Wire payments please continue to page 2.**

## For Office Use Only

REQUEST TAKEN BY	COMPLETED BY (CASHIER)
AUTHORIZED BY	DATE

**Cash, Cheque or Debit Domestic banks only:** If your initial payment method was cash, cheque or debit and you would like your refund by direct deposit, fill out the information below **AND attach a VOID cheque or direct deposit information (which shows the Canadian address of the person receiving the refund) for your EFT refund.**

Do you wish to have the refund issued to someone other than you?

YES please complete the banking information for the Beneficiary's account below:

NO please complete the banking information for your account below:

Beneficiary Information	Name		Bank Information	Bank Name	
	Address			Bank Address	
	City			Bank #	
	Province			Transit #	
	Postal Code			Account #	

OR please issue the refund by cheque to:

**The VOID cheque or direct deposit information must include the Canadian address of the person receiving the refund and match the address listed below.**

First Name & Last Name	
Address	
City	
Province	
Postal Code	

**Student Loan payments only:** If your initial payment was Student Loan do you wish to have the refund:

Issued to You the student

Returned to the Student Loan organization

**Wire International students only:** If your initial payment method was wire transfer, fill out the information below for your refund **AND attach void cheque or account confirmation provided by your bank for your refund.**

Do you wish to have the refund issued to someone other than you?

YES please complete the Wire information for the Beneficiary's account below:

NO please complete the Wire information for your account below:

Name on account		
Address		
City		
Province/Country		
Postal Code		
Bank Information	Account #	
	Bank	
	ABA Routing #	
	IBAN #	
	SWIFT	
	Bank Name & Address	
	Currency	
	Country	