

**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)**

Admission deposit  
 Course cancellation  
 Overpayment of fees  
 Sponsorship

Visa denial (please attach a copy of your denial letter)  
 Withdrawal/Drop  
 Other

**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)**

*If the amount to be refunded was paid by more than one method of payment or in different transactions, we require a separate Refund Request form for each transaction.*

Cash, Cheque or Debit (**Domestic banks only – complete information on page 2**)  
 Credit Card – AMEX  
 Credit Card – Master Card  
 Credit Card – Visa

Plastiq (**Complete domestic or international banking information on page 2**)  
 TransferMate (international students only)  
 Student Loan (**complete information on page 2**)  
 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