

Student Information

LEGAL LAST NAME		LEGAL FIRST NAME	
DATE OF BIRTH (MMDDYYYY)		KEYANO STUDENT ID# 000-	
EMAIL		PHONE NUMBER	
ADDRESS	CITY	PROVINCE	POSTAL CODE
REFUND REQUEST AMOUNT	TERM	YEAR (YYYY)	

If requesting refund for one of the below, please indicate and include additional supporting documents:

Visa denial (please attach a copy of your IRCC denial letter)

Withdrawal/Drop (please attach copy of withdrawal form)

PLEASE NOTE: Refunds are processed based on the method of original payment. Please see below for additional information.

Credit Card – refunds must be issued back to credit card if original method was credit card.

TransferMate – refunds must be issued back through TransferMate if original method was TransferMate.

Cash, Debit or Online Banking – please complete Domestic or USA Banking Information on page 2.

Wire – please complete Domestic **or** International banking information on page 2.

Plastiq – please complete Domestic **or** International banking information on page 2.

Please note we do not refund in Cash.

For Cheque Refunds ONLY – applicable only if you originally paid cash, debit, or online banking from a domestic bank account.

Please hold the cheque for pick up.

Please mail the cheque to the address above.

Student Confirmation Statement – Signature Required*

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 Office Use Only

1.Refund Type	Refund Amount	2.Refund Type	Refund Amount	3.Refund Type	Refund Amount
Original Method of Payment:					
CASH, DEBIT, ONLINE BANKING	CREDIT CARD	TRANSFERMATE	WIRE	PLASTIQ	
AUTHORIZED BY			DATE		

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.

