

Request for Withdrawal & Refund Form

Personal Information		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Student ID:	
Last Name:	Preferred Name:	
First Name:	Date of Birth (yyyy/mm/dd):	
Apartment & Street Number:	City:	
Province/ State & Country:	Postal Code:	
Telephone Number (including country code & area code):	E-mail Address:	
Request For	Term and Year	
<input type="checkbox"/> Withdraw <input type="checkbox"/> Refund <input type="checkbox"/> Withdraw & Refund	<input type="checkbox"/> Fall (September) <input type="checkbox"/> Winter (January) <input type="checkbox"/> Spring (May) Year:	
Program	Semester	
<input type="checkbox"/> Business (GBBH)	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th	
<input type="checkbox"/> Organization Management (MOHP)	<input type="checkbox"/> Part Time <input type="checkbox"/> Special Schedule	
<input type="checkbox"/> Human Resources Management (HUHP)	<input type="checkbox"/> Hotel & Restaurant Management (HRHP)	
Reason(s)		
<input type="checkbox"/> Medical (Attached doctor certificate)	<input type="checkbox"/> Failing Marks	
<input type="checkbox"/> Overpayment	<input type="checkbox"/> Going Back Home (Present Confirmed Air Ticket)	
<input type="checkbox"/> Transfer to Other Educational Institution (Present Letter of Acceptance & Tuition Payment Receipt from Other Institution)	<input type="checkbox"/> Visa Refusal (Attached Visa Refusal Letter)	
<input type="checkbox"/> Other (please specify):		
Refund Method:		
<input type="checkbox"/> Cheque <input type="checkbox"/> Wire Payment <input type="checkbox"/> Overseas Transfer		
1) Every effort will be made to process cheques within 4 weeks.		
2) Refunds by Wire Payment take approximately 8 weeks to complete. Clearly provide your banking information on the Wire Payment Request Form. You will be responsible for all fees incurred due to bounce backs as well as an administrative fee of \$35 will be applied to all overseas wire transfers. Delays beyond the regular processing time may occur if the Wire Payment Request Form is filled out incorrectly.		
3) Please see the attached Tuition Refund policy. It is also available in the Student Services Department.		
Tuition Refund to a Third Party:		
Students who wish to have their refund issued to someone other than themselves must provide consent by completing this section. If requesting a Wire Payment, the information provided here must match the beneficiary section of the Wire Payment Request Form.		
Name:	Relationship:	
Address:	Province/State & Postal Code:	
	Country:	
Phone Number (including country & area code):	Email:	
Please provide: <input type="checkbox"/> Passport Number OR <input type="checkbox"/> Driver's License Number:		
Student Signature:	Date:	
Student Consent:		
I hereby declare that the information on this form is true and accurate. I understand and acknowledge that knowingly providing false information excludes me from receiving a tuition refund and may result in a fine.		
Signature of student:	Date:	
Office Use Only:		
Total tuition paid by student:	Amount retained by institution:	Total tuition refunded to student:
Approval:	Date:	