

## Student Refund Request Form

\*\*Please note all refunds will be returned to the original payer and payment method.\*\*

<b>This section to be completed by the student</b>			
Student ID #		Date	
Last Name		First Name	
Mailing Address		City	
Province		Country	
Postal Code		Refund amount requested	
Reason for Refund			
Refund method	<input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cheque <input type="checkbox"/> Other:		
Signature			

**Domestic Refunds: Please return completed forms by email to [refunds@unbc.ca](mailto:refunds@unbc.ca).**

Please allow 2-3 weeks for processing. If the selected refund method is direct deposit, please fill out a direct deposit authorization form and provide a void cheque from your financial institution along with your refund form.

**International Refunds: Please return completed forms by email to**

**[internationalrefunds@unbc.ca](mailto:internationalrefunds@unbc.ca).** Please allow 6-8 weeks for processing. Deductions and processing fees may apply. See the [International Website](#) for refund eligibility and requirements.

\*\*No refunds will be processed between the first day of classes and the add/drop date.\*\*

<b>This section to be completed by UNBC Finance Department</b>			
Description			Amount
<b>Total Amount to be Refunded</b>			\$
Authorization Signature		Date Entered	
Keyed By		Document #	
<b>Refund Method:</b>			
<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Cheque by Mail	<input type="checkbox"/> Web	
<input type="checkbox"/> Other Method _____			