

Vancouver Campus

#100-602 W Hastings St, Vancouver British Columbia, V6B 1P2, Canada Tel. (604) 681 5815 Fax. (604) 681 5819

Burnaby Campus

#101-4603 Kingsway, Burnaby British Columbia, V5H 4M4, Canada Tel. (604) 435 5815 Fax. (604) 435 5895

REFUND REQUEST FORM

STUDENT INFORMATION							
First Name		Last Name			Student ID		
Email Address							
REQUEST DETAILS							
Please list each course that has been dropped, including section (for example, ECON 103B)							
Term:							
(e.g. Fall 2016)							
4				4			
1				4			
2				5.			
3 6							
REASON							
ACADEMIC	☐ The course is too difficult		☐ My attendance is below 70%		□ 01	ther (please explain):	
	☐ I have too many courses		☐ I am not	nterested in the course			
PERSONAL	☐ I have changed my mind		☐ I am mo	☐ I am moving or taking a study break ☐ C		ther (please explain):	
	☐ Personal or family health		☐ Financial issue				
PREFERRED REFUND METHOD							
Change District Transfer (additional for a second D							
☐ Cheque			□ wire in	☐ Wire Transfer (additional fees may apply)			
☐ Western Union (additional fees may apply)							
DECLARATION							
I understand that it is my responsibility to be aware of and to comply with the policy and procedures of Alexander College.							
Student Signature				Date			
Office Hea Only							
Office Use Only							
Education Advisor Approval Education Advisor Signature Date							
Office of the Registrar Approval							
Please check any documents that have been issued to the student and are still within the letters study period start and dates.							
Letter Type Issue Date		Issue Date		Study Period Start Date		Study Period End Date	
☐ Letter of Acceptance							
☐ Confirmation of Enrolment							
□ No official letters issued							
Office of the Registrar Signature Date							
Accounting Department Approval							
Refund Method □ Cheque □ Other:				Refund Amount			
Accounting Signature				Date			