



REFUSAL OF STUDY PERMIT

Students who are refused an initial study permit, or study permit extension (and are not registered for courses), may be eligible for a 100% tuition refund, less non-refundable fees (e.g. application fees) and administrative fees, if applicable, per the Refund Policy.

The following documentation must be submitted to the Finance Department, prior to the Add/Drop Deadline in a given term:

1. Refusal of Study Permit form
2. Refusal Letter, issued by Citizenship and Immigration Canada (CIC)
3. Electronic Fund Transfer Refund Request (if requesting a refund by electronic transfer)

STUDENT INFORMATION		
<i>First Name</i>	<i>Last Name</i>	<i>Student ID</i>
REQUEST DETAILS		
<i>Refusal Type:</i> <input type="checkbox"/> Initial Study Permit <input type="checkbox"/> Study Permit Extension <i>Refusal Date (DD-MMM-YY):</i> _____		<i>Requested Refund Method</i> <input type="checkbox"/> Cheque <input type="checkbox"/> Wire Transfer (additional fees may apply) <input type="checkbox"/> Western Union (additional fees may apply)
DECLARATION		
<input checked="" type="checkbox"/> I declare that I have been refused a Study Permit by Citizenship and Immigration Canada (CIC). <input checked="" type="checkbox"/> I declare that the Refusal Letter attached is an authentic document, issued to me by CIC.		
<i>Student Signature</i>	<i>Date</i>	

Office Use Only

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.			
<i>Letter Type</i>	<i>Issue Date</i>	<i>Study Period Start Date</i>	<i>Study Period End Date</i>
<input type="checkbox"/> Letter of Acceptance			
<input type="checkbox"/> Confirmation of Enrolment			
<input type="checkbox"/> No official letters issued			
<i>Office of the Registrar Signature</i>		<i>Date</i>	
Accounting Department Approval			
<i>Refund Method</i> <input type="checkbox"/> Cheque <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Western Union		<i>Refund Amount</i> \$ _____	
<i>Accounting Signature</i>		<i>Date</i>	