

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. Bank Information Request (if requesting a refund by wire transfer)
4. Letter of Authorization from the student (if the account is not in the name of the student)

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)	
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.

Letter Type	Issue Date	Study Period Start Date	Study Period End Date
<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	<i>Refund Amount</i> \$ _____
<i>Accounting Signature</i>	<i>Date</i>