VANCOUVER COMMUNITY COLLEGE
International Education

VCC International Education Refund Request

Email this form to ieadmissions@vcc.ca
Incomplete requests cannot be processed.

STUDENT INFORMATION		VCC Student Number:
Family Name:		Given Name(s):
Email Address:	Date of Birth (month/day/year):	Country of Citizenship:
Mailing Address: □ **Yes, I have entered my current mailing address in myVCC (required).** **I understand that my Refund Request will not be processed if I have not entered my current mailing address in myVCC.**		

REFUND INFORMATION

VCC Program Name:	Program Start Date:
Reason for Refund Request: □ Study Permit Refusal (must attach a copy of your official IRCC refusal letter to this form) □ Other (must provide an explanation and attach supporting documentation to this form)	

METHOD OF REFUND – select one option

Refunds are issued directly to the original payer and are processed based on the payment method used to make the original payment. It is not possible to request a refund by any other method. Please provide the original payment receipt showing payer's details and kindly check the box below to confirm the payment method used for your original payment. Failure to select the correct method will result in a delay to your refund.

- ☐ **Paid by Canadian Credit Card, Online Banking, Bank Draft, Money Order or Cheque:** Your refund will be issued by cheque or E-transfer. Refunds greater than $10,000 CAD will be issued by cheque (must have Canadian mailing address). Refunds less than $10,000 CAD will be issued by E-Transfer and you will be sent an email at your VCC student email account only with the deposit instructions. Do not provide your bank information. If the payment was made by a third party, your refund will be issued to the third party by cheque.
- ☐ **Paid by Flywire:** Your refund will be issued by Flywire.
- ☐ **Paid by Wire Transfer:** Your refund will be issued via Wire Transfer for payments made from outside Canada. $60 bank charge will apply for wire transfers, and your bank must accept CAD funds. You must complete the Wire Transfer Information on the back of this page. The banking details must be identical to the account that was used to send payment. Note that Wire Transfer refunds may experience additional delays due to the banks which are beyond VCC's control and are not included in the estimated refund processing time. Wire Transfer payments made from Canadian bank will be refunded by cheque.

DECLARATION - By signing this form, I confirm that:

- I have read the VCC International Refund Policy information published online at www.vcc.ca/international/future-students/fees/refund-policy;
- I understand that all refunds are subject to an administrative fee of $250;
- I understand that a portion of my international student tuition deposit may be non-refundable;
- I request VCC issue a refund for any credit balance on my Student Account that is eligible to be refunded;
- I confirm that I have checked the correct payment method above based on the method used for my initial payment
- I understand VCC issues refunds to the original payer based on the payment method used to make the original payment and it is not possible to request a refund in another method;
- I authorize VCC to issue the refund via the method associated with the payment method made for my original payment;
- I understand I am responsible for providing accurate information on this form and any fees.

Student's Signature: _____ Date: _____

Office Use Only Deposit eligible for refund: ☐ No ☐ Yes (SP refusal) ☐ Yes (appeal) ☐ Yes (other):_____

$ _____	–	$ _____	–	$ 250	–	$ 60 or N/A	=	$ _____
Tuition		Non-Refundable Deposit (IESD)		Admin Fee		Bank Charge for Wire Transfer (circle one)		Eligible Refund Amount

Refund authorization signature: _____ Date: _____

Course drop/add & Program withdrawal

Broadway campus
1155 East Broadway, Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.871.7000, option 8
f: 604.443.8450
e: records@vcc.ca

www.**VCC.CA**

Please submit to the Registrar's Office.

If you are an international student please contact the IE Office (study@vcc.ca) in advance to learn about how the withdrawal will impact your immigration status and refund eligibility.

Check one: ❒ Course drop ❒ Course add ❒ Program withdrawal

Personal information

6 | | | | | | | | |
Student ID

Last name (family name) | First name

Name while attending VCC (if different from above) | Birthdate (DD/MM/YYYY)

Phone | Email

Calendar year of attendance (YYYY) | Name of program/course

☐ Full-time studies ☐ Part-time studies Student type: ☐ Domestic ☐ International

Student signature | Date (DD/MM/YYYY)

Course drop

Course name/number	CRN

Department only – Course add

Course name/number	CRN
Instructor signature:	

Program withdrawal

Name of program

Reason for drop/withdrawal

❒ financial ❒ health ❒ personal ❒ job related ❒ moving ❒ course/program difficulties ❒ too many courses ❒ switching schools

❒ other:

continued on next page →

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The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.

VANCOUVER COMMUNITY COLLEGE

Course drop/add & Program withdrawal

(Continued)

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To be completed by department only

☐ **Required to withdraw**

Term | Last day of attendance

Date MM/DD/YYYY | Instructor | Instructor signature

☐ The department head and/or instructor has notified the student of this drop/withdrawal

Registrar's Office use only

☐ **Course drop/withdrawal**

D5 ——► **Admissions**

W0/AW ——► **Cashiers if refundable**

☐ **Program drop/withdrawal**

First day of program ——► **Records**

D5 ——► **copy to Admissions**