



# VCC International Education Refund Request

Before requesting a refund, review the [Refund Policy](#) and contact [ieservices@vcc.ca](mailto:ieservices@vcc.ca) to discuss your plans. If you are writing on this form, ensure you print clearly. Incomplete requests cannot be processed.

## Submit the Refund Request

- **Before you are registered at VCC:** Complete, sign and email this form with supporting documents to [leadmissions@vcc.ca](mailto:leadmissions@vcc.ca). Include your name, VCC student ID and program name in the email.
- **After you are registered or started your program at VCC:** Upload this form and supporting documents to your [myVCC account](#), choose **myServices**, and in the International Students tile, click on **Upload Documents** and upload to the appropriate document type. Check out the [Tutorial - How to Upload Documents at MyVCC](#).

## Student Information

VCC Student Number:	Last name (family name):	First name (given name):	
VCC Program Name:		Program Start Date:	
Email Address:	Date of Birth (month/day/year):	Country of Citizenship:	
Mailing Address Updated <input type="checkbox"/> I understand that I am responsible for updating my current mailing address in <a href="#">myVCC</a> , and my request will not be processed until this is updated.			
Reason to Request for Refund <input type="checkbox"/> Study Permit Refusal (must attach a copy of your official IRCC refusal letter to this form) <input type="checkbox"/> Other (must provide an explanation and attach supporting documentation to this form)			

## Method of Refund - select your original payment method

Refunds are issued **only to the original payer** and **only by the same payment method used**. No alternative refund methods are available.

If you paid through **online banking from a Canadian bank**, you must provide proof of payment showing your **full name** and the **amount paid to VCC**. All other information must be blacked out.

### From Canada, by yourself

If you paid by **Canadian credit card, online banking, bank draft, money order, or cheque**:

- If you paid through a Canadian bank, include the bank statement with your **full name** and the **amount paid to VCC**. All other information must be **blacked out**.
- **Refunds over \$10,000 CAD:** issued by **cheque** (Canadian mailing address required).
- **Refunds under \$10,000 CAD:** issued by **e-transfer** to your **VCC student email**. Do **not** provide bank information.

### From Canada, by a Third-Party Payer

If a **third party made the payment**: the refund will be issued **to the third party payer by cheque**. To request the payment, provide the proof of payment and additional information about the third-party payer. By signing this form, you confirm the information is accurate and the refund is requested will be issued to the third party.

Third Party's full name	Third party's address in Canada
Third Party's Email:	Third Party's Phone Number:
<input type="checkbox"/> <b>Bank Statement:</b> Include the payer's <b>full name</b> and the <b>amount paid to VCC</b> . All other information must be <b>blacked out</b> .	

### Via Flywire

If the **payment was made via Flywire**, the refund will be issued by Flywire to the original payer with the original payment method.

## 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](http://www.vcc.ca/international/future-students/fees/refund-policy).
- I understand that all refunds are subject to an administrative fee of \$250.
- 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 original payment method and it is not possible to request a refund in another method.
- I understand I am responsible for providing accurate information on this form and any fees.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The information on this form is collected under the authority of s. 26(c) of the BC Freedom of Information and Protection of Privacy Act. This information is needed and will be used to process your requested refund. If you have any questions about the collection and use of this information, contact the International Education at [leadmissions@vcc.ca](mailto:leadmissions@vcc.ca).

<b>Office Use Only</b>	Deposit eligible for refund: <input type="checkbox"/> No <input type="checkbox"/> Yes (SP refusal) <input type="checkbox"/> Yes (appeal) <input type="checkbox"/> Yes (other): _____							
\$ _____ Tuition	-	\$ _____ Non-Refundable Deposit (IESD)	-	\$ 250 Admin Fee	-	\$ 60 or N/A Bank Charge for Wire Transfer (circle one)	=	\$ _____ Eligible Refund Amount
Refund authorization signature: _____				Date: _____				