



International Education

VCC International Education Refund Request

Email this form to leadmissions@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: | | | |
| <input type="checkbox"/> 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: | |
| <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 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: <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: _____ | | | |

Wire Transfer Information

- Please ensure that the information you provide is accurate. Confirm with your bank if unsure.
- VCC is not responsible for return wire transfers.
- Returned wire transfers may be subject to additional charges.
- Handwritten forms are not accepted. **YOU MUST TYPE.**

BENEFICIARY INFORMATION

| | |
|-------------------------|--|
| Beneficiary Name | |
| Relationship to Student | |
| Street | |
| City | |
| Province/State | |
| Country | |

BENEFICIARY ACCOUNT INFORMATION

| | |
|----------------------|--|
| Account # | |
| Bank ID / SWIFT CODE | |
| Bank Name | |
| Branch # | |
| Street | |
| City | |
| Province/State | |
| Country | |

OFFICE USE ONLY

| | |
|-------------------------|--|
| Payment Amount | |
| Payment Currency | CAD |
| Reference to Sender | Tuition refund for: |
| Authorized by | Director, International Education |
| Authorization signature | |

