



VCC International Education Refund Request

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

Before you are registered at VCC:

Complete, sign and email this form with supporting documents, your student name, ID and program to leadmissions@vcc.ca.

After you are registered or started your program at VCC:

Upload the [Refund Request 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](#).

Personal Information

VCC Student Number:	Last name (family name):	First name (given name):
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.

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: _____		