

International Applicant Refund Request Form

Student information		
First Name	Last Name	JIBC Student Number
Student email		Re-enter your email

Instructions
<ul style="list-style-type: none"> • Use this form to request a refund of your confirmation deposit and/or tuition (application fees are non-transferable and non-refundable). Please refer to JIBC's Refunds Procedure for additional information. • Students are only eligible for a refund of their confirmation deposit in the case of a study permit application denial. Please attach an official colour copy of your study permit denial letter and a copy of your passport when you submit this form. • Confirmation deposit refund requests must be submitted <u>no later than 14 days after the start of the applicable term</u>. • Tuition refund deadlines: (1) prior to the start of the classes – 100% refund; (2) within the first two weeks of classes – 80% refund; and (3) after the second week of classes – no refund. • Refunds will be processed via Paymytuition. • Refunds are subject to evaluation upon request with no guarantee of approval. Once a decision is made, correspondence will be emailed to you. • If you wish to defer your confirmation deposit to a future term instead of receiving a refund, you must complete a Deferral Request Form. • Submit the completed refund request by email to: international@jibc.ca.

Details of Request
Program: _____ Term & Year: _____ Student email: _____ Agent: _____ Reason for the refund request: _____ Amount: Full amount [] or \$ _____ (CAD) <input type="checkbox"/> I have attached a copy of IRCC's study permit denial letter <input type="checkbox"/> I have attached a copy of my passport

I certify that all statements above are true and complete and that no information has been withheld. I understand that any misrepresentation of this information may result in the cancellation of this form and my refund.

Student Signature: _____ Date (dd/mm/yy): _____

*Upon approval of your refund, you will receive an email from studentrefunds@paymytuition.com which will provide you with further instructions on how to complete your refund process.