



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: ☐ Yes, I have entered my current mailing address in VCC (required). I understand that my Refund Request will not be processed if I have not entered my current mailing address in VCC.			

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 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 transfer. 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/internationalstudents/fees/refundpolicy.
- ☒ 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 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