

Student Information

LEGAL LAST NAME		LEGAL FIRST NAME		DATE OF BIRTH (MMDDYYYY)	
PROGRAM OF STUDENT				KEYANO STUDENT ID # 000-	
ADDRESS		CITY	PROVINCE	POSTAL CODE	
PH #	HOME EMAIL	REFUND REQUEST AMOUNT	TERM YEAR YYYY		

Requesting Refund For (check one)

- ☐ Damage deposit
- ☐ Damage deposit interest
- ☐ Overpayment of rent
- ☐ Overpayment of parking
- ☐ Overpayment of utilities

PLEASE NOTE: Refunds are processed based on the method of original payment. When possible, credit card refunds are refunded to the credit card. Payments made by cash, debit card or non-refundable credit cards are refunded by cheque or direct deposit (see page 2 for Domestic students only information) in Canadian funds. Payments made via TransferMate are refunded via TransferMate.

Method of Original Payment Made by (check one)

- ☐ Cash, Cheque, Debit or Online Banking
(**Domestic banks only – complete information on page 2**)
- ☐ Credit Card – AMEX
- ☐ Credit Card – Master Card
- ☐ Credit Card – Visa
- ☐ Plastiq (**Complete domestic or international banking information on page 2**)
- ☐ TransferMate (international students only)
- ☐ Student Loan (**complete information on page 2**)
- ☐ Wire (**International students only – complete information on page 2**)

For Cheque Refunds ONLY

- ☐ Please hold the cheque for pick up.
- ☐ Please mail the cheque to the address above.

Student Confirmation Statement

I understand that all requested information must be provided for my refund to be processed in a timely manner, and that failure to attach supporting documentation may result in a delay of my refund.

STUDENT SIGNATURE	DATE
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For Cash, Cheque, Debit, Online Banking, Plastiq, Student Loan or Wire payments please continue to page 2.

For Office Use Only

REQUEST TAKEN BY	COMPLETED BY (CASHIER)
AUTHORIZED BY	DATE

Cash, Cheque, Debit or Online Banking (Domestic banks only):

If your initial payment method was cash, cheque or debit and you would like your refund by direct deposit, fill out the information below **AND attach a VOID cheque or direct deposit information (which shows the Canadian address of the person receiving the refund) for your EFT refund.**

Do you wish to have the refund issued to someone other than you?					
YES please complete the banking information for the Beneficiary's account below:					
NO please complete the banking information for your account below:					
Beneficiary Information	Name		Bank Information	Bank Name	
	Address			Bank Address	
	City			Bank #	
	Province			Transit #	
	Postal Code			Account #	

OR please issue the refund by cheque to:

The VOID cheque or direct deposit information must include the Canadian address of the person receiving the refund and match the address listed below.

First Name & Last Name	
Address	
City	
Province	
Postal Code	

Student Loan payments only: If your initial payment was Student Loan do you wish to have the refund:

- Issued to You the student
- Returned to the Student Loan organization

Wire International students only:

If your initial payment method was wire transfer, fill out the information below for your refund **AND attach avoid cheque or account confirmation provided by your bank for your refund.**

Do you wish to have the refund issued to someone other than you?		
YES please complete the Wire information for the Beneficiary's account below:		
NO please complete the Wire information for your account below:		
Name on account		
Address		
City		
Province/Country		
Postal Code		
Bank Information	Account #	
	Bank	
	ABA Routing #	
	IBAN #	
	SWIFT	
	Bank Name & Address	
	Currency	
	Country	