



# Refund Request Form

## Refund Policy

**Your Study Permit is denied** | You will receive a full refund (less a \$250 refund fee), if your Study Permit application is denied by Immigration, Refugees and Citizenship Canada. A copy of the rejection letter must be submitted with the refund request.

**You cannot attend for other reasons** | You will receive two-thirds (2/3) refund of the tuition if you withdraw prior to the commencement of the program as per the Duration of Study (program) dates on the letter of acceptance.

**You withdraw or are withdrawn from the Calgary Board of Education** | Once your program has begun (your program dates are indicated in the Duration of Study on this letter of acceptance), no refund will be given.

**Late arrivals** | When a student arrives late, there will be no refund for the time period missed.

**Parent's immigration status changes** | If parent's immigration status changes (and meets the eligible criteria) before September 30 of the school year (September to June program) or before the end of February (February to January program), you will receive a full tuition refund (less a \$250 administration fee). If parent's immigration status changes (and meets the eligible criteria) before January 31 of the school year (September to June program) or before June 30 (February to June program), you will receive a 50% tuition refund (less a \$250 administration fee). Status changes after those deadlines will not receive a refund. Proof must be presented to Kingsland Centre (7430 - 5 Street S.W, telephone: 403-777-7373) prior to the last business day of specified deadline

**Families will be required to pay full year fees at the time of registration.**

**Please note** | The original application fee is not refundable. Also, tuition can only be refunded by the same method of payment and to the same person who originally paid.

## Personal Information

Date	<input type="text"/>	School	<input type="text"/>	Date of Birth	<input type="text"/>
Student(s) First Name	<input type="text"/>		Student(s) Last Name	<input type="text"/>	
Phone Number	<input type="text"/>	Contact by email	<input type="text"/>	Duration of Study	<input type="text"/>
Reason for refund request	<input type="text"/>				

## Payment Information

**Note:** Tuition can only be refunded to the same person and the same method as originally paid. Please confirm the payment information below (**allow up to six weeks to receive your refund**).

### 1. Visa or MasterCard (only if the original payment was paid by a credit card)

Card Number (last four digits)	<input type="text"/>	Cardholder's Name	<input type="text"/>
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### 2. Cheque:

Name (payable to)	<input type="text"/>	Address	<input type="text"/>	Postal Code	<input type="text"/>
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### 3. NorthStar Wire Transfer

Account holder's name	<input type="text"/>				
Account holder's address	<input type="text"/>				
Bank Name	<input type="text"/>				
Bank Address	<input type="text"/>				
Account Number CNAP Code (China Only)	<input type="text"/>	SWIFT Code (outside Canada only)	<input type="text"/>		

Upon completion of this form, please sign to authorize that all information is correct: \_\_\_\_\_