



International Confirmation Deposit Refund Request

Student Name:

First Name	Last Name	KPU Student Number
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Directions for Use

- Use this form to request a refund of your international confirmation deposit.
 - **Students are only eligible for a refund on the case of study permit application denial. Please attach an official copy of your study permit denial letter when you submit this form.**
 - Students cannot be registered or waitlisted in classes if they wish to request a refund. Make sure to login to your Online Self Service account to ensure all registered and waitlisted courses have been dropped: www.kpu.ca/oss.
 - Submit this completed form to KPU International at KPU Surrey or Richmond campus, or by email at international@kpu.ca.
- Refunds will be processed to the credit card used for payment **or** a cheque will be sent to the Canadian mailing address on the student's file. Please ensure the address on file is up to date. If you are out of Canada, wire transfers can be arranged upon request and a \$50 fee will apply.
- Refunds are subject to evaluation upon request with no guarantee of approval.
 - Once a decision is made, correspondence will be emailed to your KPU email account.

Deadlines for Submission

Requests for confirmation deposit refunds must be submitted **no later than 30 days after the first day of classes**. Semester dates and deadlines can be found at: www.kpu.ca/registration/dates.

Details of Request

My original offer of admission is for:		Y / N
Faculty: _____	Have you paid your confirmation deposit?	
Program: _____	Have you attached a copy of your study permit denial letter?	Y / N
Intake Term/Year: _____ <i>(i.e. Summer 2017, Fall 2017, etc.)</i>	Have you dropped all courses you were registered or waitlisted for, if any?	Y / N

If you wish to defer your confirmation deposit to a future semester instead of receiving a refund, you must fill out a [Request for Deferred Admission](#) form.

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 of my refund.

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

Office Use Only

Date Received	Received by	Date Processed	Processed by
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