



International Confirmation Deposit Refund Request

Student Name:

First Name

Last Name

KPU Student Number

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.refunds@kpu.ca.
- If you paid by Flywire, the money will be refunded back through Flywire. If you paid by credit card, the money will be refunded back to your card. If you paid by wire transfer, the money will be refunded through Trolley.
- 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:

Faculty: _____

Program: _____

Intake Term/Year: _____

(i.e. Summer 2017, Fall 2017, etc.)

Have you paid your confirmation deposit?

Y	N
☐	☐

Have you attached a copy of your study permit denial letter?

Y	N
☐	☐

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