



International Refund Request - Original Payer Confirmation

Directions for Use:

- This form must be completed and submitted if student is requesting a refund where the student was not the original payer. *(Required fields are denoted with a asterisk[*].)*
- A separate form will need to be submitted for each different original payer for the refund being requested.
- Refunds will only be issued if original payer listed matches KPU records.
- Processing time will depend on whether and when information provided can be validated.
- Student should inform original payer that KPU Financial Services may be in touch to validate the information provided.
- Completed form(s) to be uploaded in the associated online International Refund Request form found at: [How to Request a Refund of Tuition Fees | KPU.ca - Kwantlen Polytechnic University](https://www.kpu.ca/financial-services/academic-aid/academic-aid-refund-request)

1. Student Information:

First Name*		Last Name*	
KPU Student Number*	KPU Email*		

2. Original Payer Information: (Refunds will only be made to the original payer listed if name matches KPU records.)

Name of the person or business who made the original payment for your fees to KPU.*

Relationship of Original Payer to you. Select one*:

<input type="checkbox"/> Parent or Guardian	<input type="checkbox"/> Other Relative (specify) _____
<input type="checkbox"/> Agent	<input type="checkbox"/> Other Relationship (specify) _____

3. Mailing address of person or business where cheque will be mailed:

Street Address (building number, street, apartment or suite number)*

City*	Province/State*	Country*	Postal Code*
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4. Original Payer Contact information: (For Financial Services' verification of details required to issue cheque.)

Phone*	Email*
Business Contact or Director <i>(Only required if Original Payer is a Business)</i>	
Original payer is aware of this refund request.*	Other information:
<input type="checkbox"/> Yes <input type="checkbox"/> No	

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5. Original Payment Details:

	Term/Intake	Original Payment Method	Date Paid (YYYY-MMM-DD)	Amount (CAD)
Payment #1*:				
Payment #2:				
Payment #3:				
Payment #4:				
Total:				

6. Refund Payment Methods (Information Only):

- Where original payment was made by Flywire, the money will be refunded back through Flywire.
- Where original payment was made as a bill payment via online banking at a Canadian financial institution, a cheque will be made out to the original payer and mailed to the address provided above after validation.
- Where original payment was made by credit card, refund will be processed back to the credit card used.
- If original payment was made by credit card payment more than one year ago or was made by bank wire transfer, Financial Services will contact the original payer for additional information.

Privacy Notice: Collection of Personal Information on this form is authorized under sections 26(c) and 27(1)(c)(iii) of the Freedom of Information and Protection of Privacy Act for the purpose of processing your request for a refund to a third party as the original payer of the funds. Questions about the collection of Personal Information may be directed to Eric Chan, Manager, Financial Operations at Eric.Chan15@kpu.ca.

Student's Signature*
(*wet signature required)

Date Signed*

(YYYY-MMM-DD)