



Request to apply for a refund
Continuing and Returning International students
(for students who have completed at least one semester at TRU)

Name: _____ TRU Student #: _____

Date _____ e-mail: _____

Current Program: _____ Phone: _____

Reason for request:

I have graduated. *(Return of remaining account balance will be processed once graduation is confirmed. Administrative fee will not apply.)*

I wish to apply for the return of funds from my TRU account, less forfeited and administrative fees, as per the TRU International Refund Rules *(see page 2 of this file)*. Please provide brief explanation regarding your request: _____

Account Balance: _____

Charges Pending: _____

Administrative Fees _____ \$200.00

Forfeited Fees: _____

Amount of Refund: _____

- For payments within North America, approved refunds will be issued as a cheque made out to the student. Please confirm mailing address for cheque (including telephone number)
- For overseas payments, wire transfers will be the method of refund – if you require a wire transfer form, please email ireg@tru.ca.
- Funds paid by credit card will be returned to the original card holder.

Signature of student: _____

Please note: TRU Scholarship funds are non-refundable.

Please forward your completed form to ireg@tru.ca or bring to IB3035 on campus.



Continuing and Returning International students (students who have completed at least one semester at TRU)

TRU Tuition Fee Refund Rule: <http://www.tru.ca/campus/money/refunds.html>

Withdrawal 4 weeks prior to the start of instruction	100% refund of tuition deposit (minus administrative processing charge)
--	---

Withdrawal within the 4 weeks prior to the start of instruction	50% refund of tuition deposit (minus administrative processing charge)
---	--

Students who have obtained a visa extension letter from TRU and request a refund prior to the first day of classes	50% refund (minus administrative processing charge)
--	---

After first day of instruction	No refund of tuition paid
--------------------------------	---------------------------

Graduated students	Full refund of any remaining balance (no administrative processing charge)
--------------------	--
