



Before you submit your refund request:

- Carefully review TRU’s refund information for continuing international students (page two).
- Ensure that your personal information is updated in your [myTRU account](#).
- In the case of graduation, confirm that your graduation has been approved in your myTRU.

Date of request (DDMMYY)	TRU Program
TRU-ID	Student full name
Student telephone	Student personal email

Reason for refund request:

I have graduated and completed my studies at TRU.

I wish to apply for a return of funds from my student account.

Submit your completed request to:

ireg@tru.ca

Please allow 4-6 weeks for processing. When your refund is ready, you will receive an e-mail from [PayMyTuition](#) requesting details for your funds to be transferred.

Signature of student (required): _____

<i>For office use only</i>	Account Balance	
	Forfeited Fees	
	Administrative Fees	
	Amount of Refund	



**REFUND INFORMATION
For CURRENT International Students**

The following applies to students who have completed one or more semesters at TRU:

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

Please note that any unused or remaining portion of the first semester tuition deposit will be forfeited when applying for a refund.

INTERNATIONAL REFUNDS THROUGH PAYMYTUITION

Thompson Rivers University has partnered with PayMyTuition to process international student refunds. The steps below outline our international refund process and provide timelines of when you can expect your refund to be deposited to your bank account.

1

INITIATE REFUND

Upon approval of your refund from **Thompson Rivers University** you will receive an email from studentrefunds@paymytuition.com. Please keep an eye out for this email which will provide you further instructions on how to complete your refund process.

2

ENTER BENEFICIARY DETAILS

Complete the online refund beneficiary instruction form which includes currency, banking and beneficiary instructions.

3

COMPLIANCE VERIFICATION

On receipt of your completed beneficiary instructions, **PayMyTuition** will verify your request for accuracy and will complete various fraud and compliance checks to comply with various anti-money laundering and compliance laws.

4

PAYMENT CONFIRMATION

PayMyTuition will send you a confirmation email once your beneficiary information has been verified and approved. You will receive a PDF summary that is password protected. This PDF can be accessed by entering the bank account number that you entered on your beneficiary instruction form (step 2 above).

5

REFUND INITIATED

Once refunds have been processed you will receive a notification that your refund has been settled. Please allow 3-5 business days for the payment to be deposited to your account.



Paymytuition
POWERED BY MTFX

U.S. & Canada toll free: 1.855.663.6839
U.S. Local: + 201.209.1939
Canada Local: + 905.305.9053 Email:
support@paymytuition.com Web:
www.paymytuition.com



Great rates



Secure



Support