

New student request to apply for a refund or tuition deferral

(Please refer to the Refund Rules for international students – page 3 of this file)

Name: _____ TRU Student #: _____

Date _____ e-mail: _____

Phone: _____

I received an offer letter for admission to TRU for the _____ semester.

My Visa application to study in Canada has been rejected and I will not be able to attend TRU this semester. I have attached a copy of the rejection letter. (*choose one option from below*)

I wish to request a refund less administrative fees.

I wish to defer my registration or admission to the _____ semester.

My plans have changed, I will not be attending TRU and I wish to apply for a return of funds from my TRU account balance, less forfeited and administrative fees, as per the TRU International Refund Rules.

Account Balance: _____

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– please complete page 2 of this file.
- 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 this completed form, with all applicable documentation to iapply@tru.ca

In some cases (countries that have complications accepting Canadian funds) our Finance Office can deposit the refund as a wire transfer. This method requires the student to fill out a separate request form and this will take extra time to process. Please advise if you would like this option. The attached wire transfer form must be completed in full and included with your refund request.



**THOMPSON RIVER
UNIVERSITY**
Financial Services

Wire Transfer Payments Required Information for Template Set Up

Student ID Number _____

Student Name _____

Type of Currency CDN USD

Beneficiary Name _____
(only if different than student name)

Beneficiary Account Number _____

Account Type (savings, chequing, etc.) _____

Beneficiary Address (street address) _____

Province/State _____

Country _____

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### BANK INFO

**Bank Name** \_\_\_\_\_

**Bank Address** (street address) \_\_\_\_\_

**Province/State** \_\_\_\_\_

**Country** \_\_\_\_\_

**Swift Code** \_\_\_\_\_

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INTERMEDIARY BANK (if required)

Intermediary Bank Address (City, Country) _____

Please ensure that this form is filled in completely and in clear block letters including the currency. We can only refund in Canadian or US dollars. Any mistakes can result in delays in receiving this refund.

New Student Tuition Refund Information

TRU Tuition Fee Refund Rule:

<http://www.tru.ca/campus/money/refunds.html>

After receiving a Letter of Acceptance issued by TRU, all new international applicants are expected to begin their studies at TRU in the designated semester noted in their current Letter of Acceptance.

- a)** All new international applicants to TRU should be aware that tuition deposit and applicable fees for the first semester are non-refundable and non-transferable. It is the responsibility of the student to familiarize themselves with TRU refund rules and conditions, as well as important deadlines and to plan and budget accordingly.
- b)** Withdraw due to a failure to obtain a student permit prior to arrival at TRU are eligible for a full refund of tuition and general fees invoiced less a \$200.00 administration fee (Total non-refundable including \$100.00 application fee is \$300.00). Students must notify TRU in writing and provide official documentation from IRCC indicating that their visa request was denied. TRU will verify with IRCC that the visa refusals are legitimate and after this process is complete send the request to our Finance office for processing. The process can take from 4 to 8 weeks to complete. Fees paid by credit card will be credited back to the original card used. In all other cases the fees will be refunded to the student either by check or wire transfer. If the original payment was made by a third party the student can grant permission for the refund to be sent directly to that party.
- c)** Student that wish to defer the start of their first semester of study to a future semester may do so only once and up to a maximum of one calendar year (i.e. a student accepted to the fall semester may defer until the next fall semester but not beyond). Once the deferral has expired, a student will need to reapply if they wish to commence studies at a later date. The deferral must be requested in writing and sent to iapply@tru.ca prior to the start of the semester. Once instruction begins policies (a) and (b) above apply.

September 1, 2017