



REFUND REQUEST For NEW International Students

Before you submit your refund request:

- Carefully review TRU's Refund Rule for New International Students (page two).
Ensure your personal information is updated in your myTRU account.
In the case of visa rejection, have your original visa refusal letter ready to attach.

Form with fields: Date of request (DDMMYY), Letter of acceptance received for, TRU-ID, Student full name, Student telephone, Student personal email, TRU Program.

Reason for refund request:

- My study permit 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.
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 deposit and administrative fees, per TRU's Refund Rule for New International Students.

Submit your completed request along with visa rejection, if applicable, to:

iapply@tru.ca (undergraduate and post-baccalaureate applicants)
igrad@tru.ca (master applicants)

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): _____

Table with 2 columns: For office use only, Account Balance, Forfeited Fees, Administrative Fees (\$200.00), Amount of Refund.



**REFUND RULE
For NEW International Students**

All new international applicants to TRU should be aware that the tuition deposit for the first semester is **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.

After receiving a final Letter of Acceptance (LOA) from TRU, all new international applicants are expected to begin their studies at TRU in the semester noted in their LOA. Students who do not receive a study permit decision prior to the visa confirmation deadline are required to [request a deferral](#). Visa refusals dated prior to the deferral request will not be accepted for a refund.

New students withdrawing due to a study permit rejection are eligible for a full refund of tuition deposit less a \$200 administration fee. Students must submit a refund request prior to the start of the semester they are admitted for along with official documentation from IRCC indicating that their study permit request was denied. TRU reserves the right to contact IRCC to verify the status of a visa or study permit application to verify the contents of a refusal letter.

Failure to apply for a deferral or refund prior to the start of class will inactivate your admission. Please familiarize yourself with these [Important deadlines](#).

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