



Refund Request Form for International (Visa) Student

PLEASE NOTE: You will also need to advise the Registrar's Office if your intention is to withdraw from a program by sending an e-mail to AskNAIT@nait.ca. Submitting this request is not sufficient.

REFUND INFORMATION:			
Student First Name		Student Last Name	
Student ID #		D.O.B. (MM/DD/YYYY)	
Address			
City/Province			
Country		Postal Code	
Phone		Email	
Mailing Address (if different than above)			
Refund amount			
Authorized Representative Name (if applicable)			

REASON FOR REFUND: (check one)	
<input type="checkbox"/>	Visa denial (please submit a copy of your visa denial letter in addition to this form.)
<input type="checkbox"/>	Attending another institution (please submit a copy of Letter of Acceptance from the other institution in addition to this form)
<input type="checkbox"/>	Other (please specify):

PLEASE NOTE: Refunds are processed based on method of original payment. Credit card payments are refunded to the credit card. Payments made by cash, cheque, debit card or wire transfer are refunded with a cheque.

METHOD OF ORIGINAL PAYMENT MADE BY: (check one)				
<input type="checkbox"/>	Credit Card (check one)	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express
<input type="checkbox"/>	Cash	<input type="checkbox"/>	<input type="checkbox"/> Debit	
<input type="checkbox"/>	Wire transfer (the original wire transfer receipt must be attached)	<input type="checkbox"/>	<input type="checkbox"/> Cheque	

ORIGINAL DATE OF PAYMENT (MM/DD/YYYY)	
ORIGINAL PAYMENT MADE BY 3RD PARTY (identify the original payee if different than student)	

PLEASE NOTE: Refund cheques will be sent via regular mail at no charge. If you want to have your refund cheque sent via courier, you will be charged a \$50 fee (deducted from your refund).

Check one: Send refund cheque via regular mail (no charge)
 Send refund cheque via courier and deduct the \$50 fee from my refund

STUDENT SIGNATURE: _____ **DATE:** _____

FOR CASH OFFICE USE ONLY									
Acct#		Fund#		Dept#		Project/ Grant#		Amount	
Acct#		Fund#		Dept#		Project/ Grant#		Amount	

For refund guidelines, go to [Refund Policy](#). Please complete this form and fax it to the Cash Office at 780.471.7452 or e-mail it to AskNAIT@nait.ca.