

## Refund Request - International

***To request a refund the following fields must be fully completed***

Student Information (as it appears in your passport)

First \_\_\_\_\_

Last \_\_\_\_\_

Date of Birth (DD/MM/YY) \_\_\_\_\_

UNBC Student Number: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Reason for Refund Request (select one):

Study Permit Refused

- **Required Document:** Copy of official refusal letter

Change of school (School must be a Designated Learning Institution – DLI)

- **Required Document:** Letter of Acceptance from DLI School
- **Required Document:** Copy of Study Permit

Other

- Please specify: \_\_\_\_\_

**DECLARATION** I hereby declare the information I have submitted in this Application for Refund is correct and true. I understand that completion of this signed application permits the University of Northern British Columbia to request and/or confirm any information necessary to support my Application for Refund; that submission of any false statement or documents will result in the immediate and final rejection of the Application for Refund from the University of Northern British Columbia. I further understand and agree that I am bound by UNBC refund policies and procedures.

**INFORMATION RELEASE STATEMENT** Students are advised that the use of information provided on this form, and other information placed in a student record, complies with the BC Freedom of Information and Protection of Privacy Act, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the Canada Statistics Act, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

I have read and understand the statements contained in the "Declaration" and "Information Release Statement" sections above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**This form along with the Required Documents must be submitted to [internationalrefunds@unbc.ca](mailto:internationalrefunds@unbc.ca).  
The date this *complete package* is received will determine the refund amount.**