

Refund Request Form

Please note the following:

- Full refund (less application fee) if Study Permit application is not approved by Citizenship and Immigration Canada (a copy of the rejection letter must be submitted with the refund request).
- Two-thirds (2/3) of the tuition will be refunded if a student withdraws prior to the commencement of the program (as per the start date on the letter of acceptance).
- Full refund (less application fee) will be granted if proof of parent's immigration status change is presented to **Kingsland Centre (7430 – 5 Street S.W, telephone: 403-777-7373) prior to the last business day of September of the current school year**. After that date, no refund will be granted under any circumstances.
- No refunds will be issued once the program has commenced (as per the start date on the letter of acceptance).
- Tuition will not be refunded if a student is found to be in violation of the conditions as outlined in the Student Participation Agreement or is withdrawn from a Calgary Board of Education school for any reason.

Student(s): _____ Date of Birth: _____

Reason for Refund request: _____

Duration of Study: _____

Contact by email: _____ Phone: _____

Note: tuition can only be refunded to the same person who originally paid. Please confirm the payment information below: *****PLEASE PRINT CLEARLY*****

1. Visa or MasterCard (only if the original payment was paid by a credit card)

*****Please note that a refund made by credit card will take a longer period of time*****

Card Number: _____

Expiry Date: _____ Cardholder's Name: _____

Cardholder's Signature: _____

2. Cheque:

Name (payable to): _____

Address: _____

3. Wire Transfer (outside of Canada only):

Account holder's Name: _____

Account holder's Address: _____

Bank Name: _____

Bank Address: _____

Account Number: _____

SWIFT Code: _____