

REQUEST FOR REFUND

The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be used to process your request for a refund of program or course fees. For information about the collection and use of this information, contact the Accounts Receivable team ar@norquest.ca

Student ID #:		Last Name:		First Name:		
Apt #:	Street Address:			City/Town:	Postal Code:	
Telephone – Home: () ()		Telephone – Cell: () ()		Email Address:		
Program/Course to be refunded:				Program/Course Term:		
Special Instructions/Information: <input type="checkbox"/> Cheque to Pick Up <input type="checkbox"/> Other						
Student Signature:				Date:		
<input type="checkbox"/> If you are an international student , check this box and submit the form to enrolment@norquest.ca . If your initial payment method was wire transfer, complete the banking information below.				<input type="checkbox"/> If you are a Canadian citizen or permanent resident , check this box and submit the form to ar@norquest.ca and do not complete the banking information below.		
International students only: If your initial payment method was wire transfer, fill out the information below for your refund.						
Bank Information	Account #:					
	Bank:					
	ABA Routing #:					
	SWIFT:					
	Bank Name & Address:					
	Currency:		Canadian:	U.S.:	Other (Specify):	
	Country:					
Beneficiary	Name:					
	Address:					
	City:					
	Province/State:					
	Postal/Zip code:		Country:			
FOR OFFICE USE ONLY						
APPROVAL AMOUNT:		APPROVAL BY & DATE:		REFUND BY & DATE:		
REFUND METHOD: <input type="checkbox"/> CHEQUE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> APAS <input type="checkbox"/> SELF-SERVICES <input type="checkbox"/> WIRE TRANSFER						

Retention Period: 7 years

NOTE: Refunds are processed based on method of original payment. Credit card payments are refunded to the credit card. Payments made by cash, cheque, or debit card are refunded with a cheque. See www.norquest.ca/refund for details.