

Please TYPE (**NO HAND WRITING**) on computer screen, print and put signature on the bottom.

IMPORTANT – REQUIRED DOCUMENTS

CHECKLIST: (Please check boxes that apply and you will need to submit these documents to our office.)

PART 1. APPLY To ALL REFUND REQUESTS

- **REFUND to Parent**
 - Refund Request Form** (This is a fillable form, please do not convert to a Word document)
 - Parent's Passport** (The same parent who will receive this refund)
 - Additional Document(s) from PART 2 (below)**

 - **REFUND to the Parent (or Company) who paid student's tuition fee – Third Party (beneficiary)**
 - Refund Request Form** (This is a fillable form, please do not convert to a Word document)
 - Parent's Passport** (The same parent who has signed on the Third-Party Authorization Form)
 - Third Party (beneficiary)'s Passport** (if the third party is a company, our office will need a copy of the company's business card to show that the Third-Party person is working for the same company)
 - Third Party (beneficiary) Authorization Form** (This is a fillable form, please do not convert to a Word document)
 - Third Party (beneficiary)'s Bank Statement** (the document will include all details of the original payment transaction – such as: payment date, payment amount, bank draft/EFT number)
 - Additional Document(s) from PART 2 (below)**
- PLUS, one of the documents below when you want to wire/direct deposit the refund.**
- Third Party (beneficiary)'s Direct Deposit Form** → EFT/Direct Deposit Refund to the **local bank in Canada ONLY**
 - Third Party (beneficiary)'s Wire Transfer Form** → Wire refund to **Overseas ONLY**

PART 2. ADDITIONAL DOCUMENT (IF APPLY)

Student's Initial Study Permit Rejected By CIC?

- CIC Visa Rejection Letter**

Changing status to Non-Fee Paying?

- Official Approval Letter from Diane Yochim**
- Parent (father/mother)'s valid Study, Work or Refugee Permit**

Changing status to Permanent Resident?

- Parent and Student's Passports**
- Parent and Student's Landing papers** (with Canadian custom officer's signature and signature date)

International Education Program Refund Request Form

Please TYPE (**NO HAND WRITING**) on computer screen, print and put signature on the bottom.

Today's Date (Example: JAN-01-2021): _____

Date of Withdrawal (MMM-DD-YYYY): _____

(School will cancel any academic/attendance records after this date.)

OFFICE USE ONLY

ISP Student Number:

STUDENT INFORMATION

Legal Last Name: _____ Legal First Name: _____

English Name: _____ Birthdate (MMM-DD-YYYY): _____

Current BSD School: _____ Current Grade (this school year): _____

Student's Email: _____

Reason for withdrawal: _____

* Please note our office **cannot** accept email from the following email servers: yahoo, msn, hotmail, outlook or sina.com

PARENT INFORMATION

Legal Last Name: _____ Legal First Name: _____

Email (* refer to **yellow box** above): _____ Phone number: _____ Relationship to student: _____

**I am requesting a refund and I understand Burnaby School District can only issue refund to the student's parents.
I understand Burnaby School District will need 4 to 6 weeks for processing after they received all the required documents.**

PAYMENT INFORMATION – Please complete ONE payment method below (Example: EFT/Direct Deposit or Wire Transfer)

BY EFT/DIRECT DEPOSIT - FOR BANK IN CANADA ONLY (Bank charges apply)

DIRECT DEPOSIT PAYABLE TO: **REQUIRED DOCUMENT:** I attached a copy of the beneficiary's passport.
 attached a copy of the **Direct Deposit Form** from my bank.

Account Holder Legal Last Name: _____ Account Holder Legal First Name: _____

Account Holder Email (* refer to **yellow box** above): _____ Relationship to student: _____

Account Holder Address: _____

Account Holder City: _____ Province _____ Postal Code: _____

Bank Name: _____

Bank Full Address: _____

Bank City: _____ Province _____ Postal Code: _____

- - _____
 Branch Transit Number Institution Number Account Number

NOTE: Burnaby School District Finance Department requires a copy of the Account Holder's "Direct Deposit Form" in order to process by EFT. You can login to your financial institution's online banking account to print this form or visit one of your bank's branch.

International Education Program Refund Request Form

Please TYPE (**NO HAND WRITING**) on computer screen, print and put signature on the bottom.

BY WIRE TRANSFER IN CAD CURRENCY ONLY - FOR BANK FROM OVERSEAS – CONFIRM BANK WILL ACCEPT CAD CURRENCY (Bank charges apply)

WIRE TRANSFER PAYABLE TO: _____ **REQUIRED DOCUMENT:** I attached a copy of the beneficiary's passport.
 I attached a copy of the **Wire Transfer Form** issued from my bank.

Beneficiary Legal Last Name: _____ Beneficiary Legal First Name: _____

Beneficiary Email (* refer to **yellow box** on page 1): _____ Relationship to student: _____

Beneficiary Address: _____

Beneficiary City: _____ Province _____ Postal Code: _____

Bank Name: _____

Bank Full Address: _____

Bank City: _____ Province _____ Postal Code: _____

SWIFT Code (All countries) – The swift code consists of 8 or 11 characters.

Bank Account Info

Complete Account Number

Note: If you are uncertain of your SWIFT Code and/or Bank Account Info, please confirm with your bank before completing this form.

I understand students are not eligible for a refund unless they have fully completed, signed and submitted our Refund Request Form and all other required documents for processing within the time period indicated on our Refund Policy. Fees will not be deferred to future intake.

Parent's Signature (Signed with a **PEN):** _____ **Signature Date:** _____

Please complete this form with all required documents and email to International Office at InternationalRefund@burnabyschools.ca.

OFFICE USE ONLY

Name of International Student Assistant (ISA) passing on request: _____ Date: _____

EMAIL TO:

To: InternationalRefund@burnabyschools.ca

CHECKLIST:

- Checked parent's signature (not by typing)
- Checked if student/custodian/parent submitted all the required documents (listed on Page 3 Document Checklist)
- Checked refund is Payable to Student's Parent

International Education Manager Approval: _____

Approval Date: _____

Total Refund Amount: _____

NOTE: If elementary/secondary student submitted the completed Refund Request Form to IE Office, IE Office will email the following:

Secondary: VP-Intl + SISOP + ISA + Medical + Langara Homestay
 Emailed By: _____ Date: _____

Elementary: Principal + Secretary + Medical + Elementary Placement
 Emailed By: _____ Date: _____

INTERNATIONAL EDUCATION OFFICE USE ONLY

Please TYPE (**NO HAND WRITING**) on computer screen, print and put signature on the bottom.

REFUND PROCEDURES *(Please complete all of the following before submitting Refund Request Form to our office)*

- Read and understand our Refund Policy, refer to Refund Policy at <https://www.studyinburnaby.ca/resources/forms-current-students/>.
- Completed Refund Request Form (type on computer screen), print the form with parent's signature on the printed form.
- Email the completed Refund Request Form with all of the required documents (listed below) to the International Education Office by email to InternationalRefund@burnabyschools.ca.
- Understand International Education Office can only issue refund back to the student's parents (father/mother) or the original person/company (Third Party Authorization) who has paid for the student's program fee. Parent will need to complete the Third Party Authorization Form.
- Understand the refund request will take between 4 to 6 weeks after International Education Office received all required documents. If there is any document/information missing, it will delay the process.

Note: Students are not eligible for a refund unless they have fully completed, signed and submitted our Refund Request Form and all other required documents for processing within the time period indicated on our Refund Policy. Fees will not be deferred to future intake.

FREQUENTLY ASKED QUESTIONS (FAQs)

1. How do I get a refund?

Answer: Student's parent (father/mother) will complete the steps on the refund procedures listed on Page 1.

2. When will I get my refund?

Answer: 4 to 6 weeks after our office receives all the required documents.

3. What if I have any missing documents?

Answer: Refund process will be delayed. Our office will contact the student, parents, custodian or appropriate person by email.

4. How will I know when the money has been deposited in my bank account?

Answer: **(a) Refund by Wire Transfer** – After 4 to 6 weeks, please login to your online banking and check.

(b) Refund by EFT/Direct Deposit – After 4 to 6 weeks, please login to your online banking and check.

5. What happens if I completed the Refund Request Form with the incorrect bank information?

Answer: Our bank and beneficiary's bank will both deduct bank charges from the student refund amount and return it back to us. Our office will contact the student, parents, custodian or appropriate person by email and request to verify the bank information. We strongly recommends parents to confirm with their bank before submitting any Refund Request Form to our office.