

# Refund Request Form

Date: \_\_\_\_\_

Student ID : \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## Reason for Refund Request

 Course Cancellation Other, please specify: Withdrawal/Deregistration

Additional Comments:

## Refund by Cheque

If you paid by cash, cheque, debit, or the TouchNet payment portal, your refund will be provided in cheque form.

Please choose one of the following options:

 Mail to: Hold for pick-up at the Cashier's Office

- You will be notified when your refund is available for pick-up

Please note:

- Refunds are not immediate and require approval. Cheque refunds can take up to 4 weeks to process
- If payment was made using a debit/credit card you may be contacted by phone to process the refund, or you can visit the Cashier's Office
- Students MUST follow the proper withdrawal procedure for refund eligibility

For full refund policy and/or other money-matters, please refer to <https://www.yukonu.ca/admissions/money-matters>

## Refund Information – FOR OFFICE USE ONLY – AFTER SUBMISSION

Refund Amount:

Refund Type:  Visa  M/C  Amex  Debit  Cheque Student  Sponsor Other

Completed by:

Date: