

## Tuition Fee Refund for New International Students

### ! IMPORTANT:

- Review refund information at [senecapolytechnic.ca/international/accepted/deferrals-withdrawals-refunds.html](https://senecapolytechnic.ca/international/accepted/deferrals-withdrawals-refunds.html).
- In order to be eligible for a refund, this request must be received before the 10th day of classes of the semester into which the student has been admitted.
- If a decision on your study permit application has not been reached in time for you to attend, it is your responsibility to submit this form or a Request to Defer Admissions Form, if eligible.
- A copy of your passport signature page must be accompanied with this request form.
- Once your request has been granted, your refund will take approximately six weeks.
- All funds are returned to their original source of payment.

Student Number:  —  —  Country of Citizenship:

Last Name:  First Name:

Current Program:  Start Date:

Email Address:  Telephone Number:

### Reason for Withdrawal:

☐ Study Permit refusal from IRCC

→ If your study permit application has been refused by IRCC, you must submit a copy of the visa refusal letter with this form. You may be eligible for a refund, provided the request is submitted before the published deadline.

☐ Other:

→ If you are withdrawing from the College for any other reason other than study permit refusal, an administrative fee ranging from 1,000 to \$2,900 (depending on your program) will be deducted from your semester 1 fees.

### Refund Method:

- In order to be compliant with Canada's Anti-Money Laundering policies, all refunds will be sent back to the credit card or bank account from which the funds were originally paid.
  - If a payment was made by credit card and that card is no longer active, funds will be returned to the credit card provider and the beneficiary will need to contact the provider for the funds to be released.
  - Funds paid through CIBC International Student Pay, Flywire, ICICI Bank/Unifree or Western Union Global Pay will be returned back through their portal to the account from which the funds were originally paid.
  - Payments made from within Canada using Interac or Canadian bank payments will be refunded back to the account or through e-transfer.
    - To be eligible for e-transfer, the refund must be issued directly to the student who has access to their Student Home account, Seneca email, and holds a bank account at a Canadian banking institution.

→ By signing this form I authorize Seneca to release my refund to the credit card or account the funds were paid from.

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the legal authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, and the *Ontario Colleges of Applied Arts and Technology Act*, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at 416-764-0400 or email [privacyoffice@senecapolytechnic.ca](mailto:privacyoffice@senecapolytechnic.ca).

I have read the above statement and hereby authorize the release of information contained herein to the above mentioned.

Applicant Signature:  Date:   
(Must match applicant's passport)