

International Student refund form CIBC

443 Northern Avenue
Sault Ste. Marie, ON P6B 4J3 Canada
1.705.759.2554 ext. 2772
international.admissions@saultcollege.ca



This form must be type-written. We will not accept hand-written forms.

FIRST NAME	LAST NAME	
STUDENT ID #	TELEPHONE	
CURRENT ADDRESS (Please make sure your address is up-to-date on the Sault College Student Portal)		
EMAIL	AGENT	
PROGRAM NAME	PROGRAM CODE	CAMPUS
TERM AND YEAR Fall (September) 20____ Winter (January) 20____ Spring (May) 20____		

REASON FOR REFUND REQUEST

Denied Study Permit:

Upon submission of sufficient proof of Study Permit denial, including copy of original refusal, you will be considered for a refund. Fees will be refunded and returned minus:

- \$400 administration fee

Unable To Attend/Withdrawal (Before Day 10 of Classes):

Ancillary fees, residence fees and health insurance fees are non-refundable. Tuition fees will be refunded and returned minus:

- \$400 administration fee
- \$2,100 withdrawal fee

REQUIRED DOCUMENTS:

Typewritten Sault College International Student Refund Form

Letter of Admission (LOA) from Sault College

All Sault College fee receipts

Unmodified Visa Refusal file from Immigration, Refugees and Citizenship Canada

If transferring to another school, a copy of the LOA from the College/University

Hand-written letter of request for refund indicating reason for withdrawal, signed by the student

You will be notified via email when your refund has been provided to the Financial Services Office for processing. Once provided to our Financial Services Office, refund processing can take between 4–6 weeks, with longer processing times during peak periods (December to January, May to June, August to October).

Please complete both sides

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I paid my fees through CIBC International Student Pay Service

Fees paid using the CIBC International Student Pay Service will be returned to the originating method of payment, less the appropriate withdrawal fee. Bank charges may apply and will be deducted from the refund in addition to fees listed above.

I have submitted copies of required documents as listed below:

- Typewritten Sault College International Student Refund Form
- Letter of Admission (LOA) from Sault College
- All Sault College fee receipts
- Unmodified Visa Refusal file from Immigration, Refugees and Citizenship Canada
- If transferring to another school, a copy of the LOA from the College/University
- Hand-written letter of request for refund indicating reason for withdrawal, signed by the student

I have scanned all required documents including this form into ONE (1) PDF file

I have read and fully understood the terms and conditions of the Sault College withdrawal/refund policy.
I confirm that I've provided accurate information and authorize the refund of my fees to the above recipient.

SIGNATURE (Must be signed by Sault College student only)	DATE
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Please type, sign, and send completed form and any supporting documents as one (1) PDF file to international.admissions@saultcollege.ca.

Incomplete applications and those sent in more than one (1) PDF file will be returned as incomplete.