

International Student Refund Form CHEQUE

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 all pages

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METHOD OF REFUND:

If you paid your fees originally by credit card from within Canada or the United States, or paid by cash, debit or credit card in person, refunds will only be made by cheque.

I paid my fees by cash, debit or credit card in person, or by credit card over the phone.

A cheque will be mailed to you or a third party. If it is to be sent to you, it will be mailed to your address as listed in the Sault College portal. It is your responsibility to make sure that your address is updated in the College system.

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REFUND INFORMATION

REFUND TO: Self (Must match address on Sault College student portal) Third Party	
FULL NAME	
ADDRESS	
TELEPHONE	RELATIONSHIP

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.