



Submit the completed form via email to meboli@coquitlamcollege.com with the subject line "Refund Request Form".

Read the *Tuition, Other Fees, and Refunds Policy* under [Coquitlam College policies](#) prior to applying for a refund. Refund requests must be received by the Office of the Registrar at least ten days before the last working day of the month. If received after this date, cheques will be issued on the last working day of the following month.

Do NOT send a duplicate request as this will delay the processing time.

STUDENT INFORMATION		
Legal Last Name (Family Name)	Legal First Name (Given Name)	Student #
CONTACT INFORMATION		
Street Address		
City	Province/State	Postal Code
Email Address	Telephone Number	
REFUND TYPE		
<input type="checkbox"/> Tuition Fees <input type="checkbox"/> Book Deposit <input type="checkbox"/> Other: _____		
REASON FOR REFUND		
<input type="checkbox"/> Study permit was refused <input type="checkbox"/> Course withdrawal <input type="checkbox"/> Program completed / Graduated <input type="checkbox"/> Overpayment of fees		
<input type="checkbox"/> Transferring to another institution <input type="checkbox"/> Other (explain): _____		
REFUND DELIVERY METHOD		
Please note if the payment is made by debit/credit card, it will be refunded back to the original card.		
<input type="checkbox"/> Pick Up (Vancouver Campus) <i>An email will be sent to your provided email address when the cheque is available for pick-up. Please ensure your contact details are correct.</i>		
<input type="checkbox"/> Mail to Provided Address Above <i>Your cheque will be mailed to the address you provided above in the form. Please ensure your contact details are correct</i>		
OFFICE USE ONLY		
Accounting Department Approval		
Accounting Signature	Date (yyyy/mm/dd)	