



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

Before applying, please review the Tuition, Other Fees, and Refunds Policy available at: coquitlamcollege.com/about-us/policies.

Refund requests must be received by the Office of the Registrar **at least ten (10) days before the last working day of the month**. Requests received after this deadline will be processed the following month, with cheques issued on the last working day of that 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>		
AUTHORIZATION		
Student Signature	Date	
OFFICE USE ONLY		
Accounting Department Approval		
Accounting Signature	Date (yyyy/mm/dd)	