

Student Account Overpayment Form

Student ID _____ **Name** _____ **Date** _____

Please note that cash, cheque or interac payments will be refunded as cheques, while credit card payments will be refunded to credit cards. If you have a credit balance and do not submit this form, funds will remain on your student account to be applied to future courses or until you direct us otherwise.

- Please issue a refund cheque for the overpayment on my student account.** The cheque will be issued in Canadian funds and held at Reception for pick-up unless you indicate any of the following:
- I would like the cheque payable in US funds.
 - I would like my refund mailed directly to the following address:

- Please process a refund to my credit card.** Refunds must be processed to the same card used for the original transaction.

Mastercard VISA American Express

Name on card: _____

Credit card number: _____ Expiry date: _____

- I want to help other students.** Please transfer my gift of \$_____ from my student account to:

student aid* library books other: _____

* Please note that gifts designated for specific students are not tax receiptable.

- Additional information or special handling:**

Please allow up to 4 weeks to process refund requests. Requests cannot be processed without a signature.

Student signature: _____

For office use only:

Comments:

Attach a printout of student's account \$ _____	Gift transfer batch # AR	Cheque date & number	Processed by
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