

STUDENT ACCOUNT OVERPAYMENT FORM

STUDENT INFORMATION

Regent ID	Given Name	Middle Name	Surname
Email Address		Phone Number	

Please note that all credit balances will be refunded as cheques. 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 Student Services for pick-up unless you indicate one or both of the following:

- I would like the cheque payable in US funds.
- I would like my refund mailed directly to the following address:

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

- student aid
- general fund
- 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.

Signature of Student

Date

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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