



Refund or Tuition Deferral Application

for new students

(Please refer to the Refund Rules for International Students – page 2 of this pdf)

All fields must be completed (typed not handwritten) for your refund or deferral to be processed.

Date (MM/DD/YY) _____

Student's Name: _____ TRU Student #: _____

Student's personal email: _____

Student's Phone Number: _____ Program: _____

I received an offer letter for admission to TRU for the _____ semester.

☐ **My Visa application to study in Canada has been rejected and I will not be able to attend TRU this semester.**

I have attached a copy of the rejection letter. (choose one option from below)

☐ I wish to request a refund less administrative fees.

☐ I wish to defer my registration or admission to the _____ semester.

☐ **My Visa application to study in Canada is still in for processing and I will not be able to attend TRU this semester.**

☐ I wish to defer my registration or admission to the _____ semester.

☐ **My plans have changed, I will not be attending TRU and I wish to apply for a return of funds from my TRU account balance, less forfeited and administrative fees, as per the TRU International Refund Rules.**

Account Balance: _____

Administrative Fees _____ \$200.00

Forfeited Fees: _____

Amount of Refund: _____

- All refunds will be forwarded to PayMyTuition for processing. You will receive an email from them to confirm how you want your refund payment processed.
- Refunds will take 4 to 6 weeks to process.

Signature of student: _____

Please note: TRU Scholarship funds are non-refundable.
Please forward this completed form, with all applicable documentation to
igrad@tru.ca for Master's Degree programs or
iapply@tru.ca for all other programs.



Tuition Refund Rules

for new students

- a) All new international applicants to TRU should be aware that tuition deposit for the first semester is **non-refundable and non-transferable**. It is the responsibility of the student to familiarize themselves with TRU refund rules and conditions, as well as important deadlines and to plan and budget accordingly.
- b) After receiving a Letter of Acceptance issued by TRU, all new international applicants are expected to begin their studies at TRU in the designated semester noted in their current Letter of Acceptance.
- c) All new international admitted applicants to TRU who receive a visa and study permit (including students who are approved for deferral) are expected to begin their studies at TRU in the designated semester noted in their original Letter of Acceptance.
- d) New students withdrawing due to a failure to obtain a student permit are eligible for a full refund of tuition and general fees invoiced less a \$200.00 CAD administration fee. Students must notify TRU in writing prior to course change/course withdrawal deadline (**important deadlines**) to avoid a deposit forfeit, and provide official documentation from IRCC indicating that their study permit request was denied. TRU reserves the right to contact IRCC to verify the status of a visa and/or study permit application and/or to verify the contents of a refusal letter.

To submit a refund request:

1. Notify International Admissions of study permit denial.
 2. Complete the refund request form. All refunds will be forwarded to **PayMyTuition** for processing. You will receive an email from **PayMyTuition** to confirm how you want your refund payment processed.
 - Refunds will take 4 to 6 weeks to process. Once this is sent to **PayMyTuition** an additional 3 to 5 days to be deposited to your account.
- e) Students that wish to defer the start of their first semester of study to a future semester may do so only once and up to a maximum of one calendar year (i.e. a student accepted to the fall semester may defer until the next fall semester but not beyond). Students must notify TRU in writing prior to course change/course withdrawal deadline (**important deadlines**) to avoid a deposit forfeit. Once the deferral has expired, a student will need to reapply if they wish to commence studies at a later date. Prior to the start of the semester, the deferral must be requested in writing and sent to:
- igrad@tru.ca for Master's degree programs or
 - iapply@tru.ca for all other programs

Thompson Rivers University has partnered with PayMyTuition to process international student refunds. The steps below outline our international refund process and provide timelines of when you can expect your refund to be deposited to your bank account.

1**INITIATE REFUND**

Upon approval of your refund from Thompson Rivers University you will receive an email from studentrefunds@paymytuition.com. Please keep an eye out for this email which will provide you further instructions on how to complete your refund process.

2**ENTER BENEFICIARY DETAILS**

Complete the online refund beneficiary instruction form which includes currency, banking and beneficiary instructions.

3**COMPLIANCE VERIFICATION**

On receipt of your completed beneficiary instructions, PayMyTuition will verify your request for accuracy and will complete various fraud and compliance checks to comply with various anti-money laundering and compliance laws.

4**PAYMENT CONFIRMATION**

PayMyTuition will send you a confirmation email once your beneficiary information has been verified and approved. You will receive a PDF summary that is password protected. This PDF can be accessed by entering the bank account number that you entered on your beneficiary instruction form (step 2 above).

5**REFUND INITIATED**

Once refunds have been processed you will receive a notification that your refund has been settled. Please allow 3-5 business days for the payment to be deposited to your account.

*Paymytuition*
POWERED BY MTFX

U.S. & Canada toll free: 1.855.663.6839
U.S. Local: + 201.209.1939
Canada Local: + 905.305.9053 Support
Email: support@paymytuition.com
Web: www.paymytuition.com

**Great rates****Secure****Support**