



FILL OUT THIS REFUND REQUEST FORM AND EITHER:

- email it to student_accounts@sfu.ca; or
- fax it to 778.782.4263; or
- mail it to: Student Accounts, Student Services, Simon Fraser University, 8888 University Drive, Burnaby BC Canada V5A 1S6; or
- drop it off at the Registrar and Information Services counter on any campus.

See the Refund schedule of dates at sfu.ca/students/fees/refunds.

Note: Cheques are only printed once a month. Please setup Direct Deposit for quickest refund.

Student number _____

Last name (please print) _____

First name (please print) _____

Date _____

Refund amount requested (in CANADIAN DOLLARS) _____

Your Signature _____

HANDWRITTEN SIGNATURE REQUIRED. ELECTRONIC SIGNATURE NOT ACCEPTED

Office use only	

Payment method	
Cash/debit	<input type="checkbox"/>
Internet banking	<input type="checkbox"/>
Credit Card	<input type="checkbox"/>
Cheque	<input type="checkbox"/>
Process after:	_____
Posted by:	_____
initial	

REFUND PAYMENT NOTES

- 1) Overpayments made by personal cheque will be refundable 45 days after the posting date.
- 2) Not all requests will be accommodated. You may be asked to provide additional information for this refund.
- 3) Refunds are paid by direct deposit to a Canadian bank account.

*** TO ENROLL IN DIRECT DEPOSIT**

- Log in to the Student Information system at go.sfu.ca
- Under Finances, select Enroll in Direct Deposit from the drop-down menu, and provide the requested information. The bank location must be in Canada.
- If your banking information changes, you must update your direct deposit information prior to submission of this Refund Request.

See sfu.ca/students/fees for refund dates for the current term, and for information on how to make payments to your student account.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996 c.468 s.27[4a]), and is needed to process your request for a refund. If you have any questions about the collection and use of this information, contact the Director, Student Accounts, Student Services, Simon Fraser University, at student_accounts@sfu.ca. All information is given in confidence.