



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Vancouver Campus

Office of Enrollment Services

Refund Policy and Procedures

Students are eligible for refunds for the following:

- Overpayment of Tuition Fees
- Credit on Account
- Tuition Deposits (note Tuition deposits are only refundable for visa denials. A non-refundable fee of \$316 will be withheld)

Payments through cash, cheque or money order:

- Refunds will normally be issued by cheque directly to the student.
- Exceptions may be made with the written authorization of the student, or in the case of where a business/employer has a direct billing arrangement with the university.
- A student may request a refund to be issued to a third party providing there is evidence that the original payment was made by that party. (eg a cheque in another person's name, a wire transfer from another party, or if payment by the third party was witnessed.) We will as a practice make a note of a third party payment on our documentation.

*Students will indicate any special instructions on the Vancouver refund form.

Payment by Credit Card

- All refunds for payments made by credit card will be refunded directly back to the credit card from which the payment was made

Payment by Wire Transfers

- Refunds for payments made by wire transfers will normally be refunded by wire transfer to the same account from which it was originated.

- Flywire (Peertransfer)

All payments made through Flywire will be refunded through Flywire

Delivery Method

Refunds by Cheque will be sent via courier unless otherwise specified by the student. Students will be responsible for any special delivery arrangements (eg courier and any special delivery charges will be deducted from the refunded amount). The request for special arrangements must be done at the time the refund request is made. Once a cheque is issued, the amount cannot be adjusted.

Processing Time

It will normally take between 5 and 8 weeks from the time the completed refund form is received by the Enrollment Services Office in Vancouver to process the refund. If the form is not complete, the process will take longer.



**FAIRLEIGH
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UNIVERSITY**

Application for Refund

**Fairleigh Dickinson University—Vancouver Campus
Enrollment Services**

Vancouver Campus

The original signed form must be submitted along with a **photocopy of a passport or other ID**. In the case of a visa rejection, the original letter from Canada Immigration must be attached to this form.

This form, with the exception of the signature, must be filled out electronically.

Last Name: _____ First Name: _____

FDU Student ID Number: _____ Date of Birth: _____
(Month) (Day) (Year)

Residential Address: Street Name & Number: _____
City: _____ Province/State: _____
Postal Code/Zip: _____ Country: _____
Phone Number: _____

Intended or Entry Date to FDU: _____ Year: 20 _____

Reason for Refund:

- Withdrawal
- Visa rejection (attach official letter)
- Overpayment
- Other: _____

Reason for withdrawal: (Active students only)

- Personal
- Other: _____
- Decided to attend other school

Refund Options:

- By Credit Card:** Option Required if refund amount was initially paid by credit card.
- By Flywire** Option Required if refund amount was initially paid through Flywire.
- By Cheque:** Cheques are made payable to the student unless initial payment was made by a third party.

- By cheque to student
- By cheque to third party
 - Third Party Name: _____
 - Street Name & Number: _____
 - City: _____ Province/State: _____
 - Postal Code/Zip: _____ Country: _____

Wire Transfer Instructions (All fields required). Must match the bank from which the transfer was originally made.

- Beneficiary Account Name: _____
- Beneficiary Account Number: _____
- Beneficiary Party Street Address: _____
- Foreign Bank Name: _____
- Foreign Bank Address: _____
- Foreign Bank Swift Code: _____

Refunds will not be made until all payments have been cleared through the financial institution. Generally, refund payments will not be processed until after the commencement of the intended semester of enrolment.

Delivery Instructions

Regular Post Courier (\$50 will be deducted from refund) Pick-up Other: _____

I certify the above information provided is true and accurate. I understand that any incomplete or inaccurate information will delay the processing of this application and may require its return.

Student's Signature: _____
(Student's Official Signature) _____ Date _____

Signature of Parent /Guardian (if under 19): _____
_____ Date _____

OFFICE USE ONLY

Payment Received

Amount: _____	Enrolment Services Signature: _____	_____	_____
			<i>Date</i>
Non-refundable deposit: _____	Accounts: _____	_____	_____
			<i>Date</i>
Penalty Amount: _____	Financial Aid: _____	_____	_____
			<i>Date</i>
Total Refund: _____			

Send refund cheque to: Student Datatel Address FDU Vancouver As per instructions/Address above
Fax to Enrolment Services: #8604

Refund Issuance:

Date Issued/Mailed/Couriered: _____

Person receiving refund: _____
(Printed) _____ (Signature)