

## REFUND REQUEST APPLICATION FORM

### INSTRUCTIONS:

Fill in all of the information below as required below. Attach or include all required supporting documentation to the form and then submit to the International Department via e-mail at [admissions@aolccollege.ca](mailto:admissions@aolccollege.ca). Upon successful receipt of the request, requests may take up to twelve (12) weeks to process. *Forms that are not completed in full or are missing supporting documentation will be **REJECTED** and will result in delays **IN ADDITION** to the normal processing time.* Thank you for your understanding and cooperation.

STUDENT INFORMATION				
Full name:		Student ID #:		
Street address:				
City/Town:		Province:		Postal Code: <input type="text"/>
Country:				

BENEFICIARY INFORMATION				
BENEFICIARY DETAILS				
<i>*NOTE: If the student is the beneficiary, please write "SAME AS ABOVE".</i>				
Beneficiary name:				
Street address:				
City/Town:		Province:		Postal Code: <input type="text"/>
Country:				
BENEFICIARY ACCOUNT DETAILS				
Branch Transit #:		Account #:		
Foreign Account/IBAN:				
BENEFICIARY BANK DETAILS				
Bank name:				
Street address:				
City/Town:		Province:		Postal Code: <input type="text"/>
Country:				
Swift Code:		ABA/Routing:		

### SPECIFY REASON FOR REFUND REQUEST:

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## SUPPORTING DOCUMENTATION CHECKLIST

Please ensure that you have attached or included the following **VALID AND NON-EXPIRED** documentation as part of your refund request application:

	Item	Attached ✓
1	Identification: Passport (photo page and visa page)	
2	Letter of Acceptance (LOA) from Academy of Learning Career College	
3	<b>Letter of Acceptance (LOA) from accepting post-secondary institution</b>	
4	Study permit	
5	Proof of language proficiency (IELTS results, etc.)	
6	Proof of payment of tuition and program fees to Academy of Learning Career College <i>NOTE: The only acceptable proof of payment is official documentation of electronic/wire transfer(s) issued by your financial institution, showing that the payment has been issued directly to Academy of Learning Career College and its authorized account(s) AND received therein. All other documentation will NOT be accepted.</i>	
7	Any other documentation that supports the refund request	

Submit all three (3) completed pages of the Refund Request Application Form, including acknowledgment and signature, plus all required supporting documentation to:

[admissions@aolcollege.ca](mailto:admissions@aolcollege.ca)

### REMINDER:

*Forms that are not completed in full or are missing supporting documentation will be **REJECTED** and will result in delays **IN ADDITION** to the normal processing time.*

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## ACKNOWLEDGMENT AND SIGNATURE

By signing below, I acknowledge, understand, and accept that:

- I have read and understood the instructions as provided to complete the form in full; **AND**
- I have submitted all of the documentation as required to support my refund request; **AND**
- I have provided accurate and truthful information in my refund request form and required supporting documentation; **AND**
- All information and documentation provided will be subject to verification and confirmation of validity and legitimacy; **AND**
- This information may be provided to Immigration, Refugees and Citizenship Canada (IRCC), Canada Border Services Agency (CBSA), and other third parties for immigration, administration, and/or law enforcement purposes as appropriate; **AND**
- I may be asked to provide additional information and be subject to further investigation as required to complete my refund request; **AND**
- Any required information or documentation that is missing in my refund request may result in my refund request being delayed or rejected; **AND**
- Any refund payments will be returned via the original method and/or account, **OR** if I am transferring to another post-secondary institution, refund payments will be made directly to my new institution; **AND**
- Administrative fees and any transactional fees charged by financial institutions on either side as required to complete the payment will be deducted accordingly; **AND**
- If I have knowingly or intentionally provided false information or documentation in any way:
  - My refund request may be rejected, **AND**
  - I may be subject to discipline per Academy of Learning Career College's policy, up to and including expulsion; **AND**
  - I may be subject to fines, penalties, imprisonment, deportation to my country of origin, and/or permanent barring from Canada as applicable by Canadian federal, provincial, and/or municipal law; **AND**
- I indemnify Academy of Learning Career College of any responsibility or damages of any kind that were NOT a direct result of actions taken directly by Academy of Learning Career College.

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Student Name (PRINT)

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Student Signature

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Date Signed