



INTERNATIONAL STUDENT WITHDRAWAL/REFUND FORM

200 King St. East (Main Floor), Toronto

1-416-415-5000 (Ext. 2115)

intlwithdrawal@georgebrown.ca

Refund processing for complete applications received by the International Centre takes between 4–6 weeks, with longer processing times during peak periods (December–January, May–June, August–October).

PLEASE SEND COMPLETE APPLICATION AND REQUIRED SUPPORTING DOCUMENTS TO INTLWITHDRAWAL@GEORGEBROWN.CA.

Missing documents and incomplete applications may cause delays in the processing of your application.

PERSONAL INFORMATION				
First Name		Last Name		
Student ID Number				
Current Address <small>(please ensure your address is updated through Stu-View)</small>				
E-mail				
Telephone Number				
Program Name		Program Code		Semester #
Nationality				
REQUEST FOR:				
Withdrawal	Refund	Withdrawal & Refund	No refund, leave funds in my account	
WITHDRAWAL FEE				
\$1,000	EAP: \$675	Study permit/Visa refusal: \$100 (with IRCC refusal letter)		
TERM AND YEAR TO BE WITHDRAWN FROM (Mandatory)				
Fall (September) _____	Winter (January) _____	Spring (May) _____		
IF DEFERRING, NEW TERM AND YEAR				
Fall (September) _____	Winter (January) _____	Spring (May) _____		
REASON(S) AND REQUIRED SUPPORTING DOCUMENTS				
Study permit not granted/received Attach the visa refusal letter. If no letter, \$1,000 will be charged. Transfer to another school Name of school required: _____ If you want your refund transferred to another school, you must provide the acceptance letter & tuition invoice from that school. Going back home	Failing grades Overpayment Medical Attach certificate from doctor. Covid 19 Other Please specify (e.g. changing/deferring program): _____			

REFUND INFORMATION

REFUND TO:			
Self	Third Party	Relationship	
First Name		Last Name	
Address			
Telephone Number			

I HAVE READ & FULLY UNDERSTOOD THE TERMS AND CONDITIONS OF THE GEORGE BROWN COLLEGE WITHDRAWAL / REFUND POLICY.

Signature: (must be signed by the George Brown student only): _____

Date: _____

COMMENTS (For International Centre use only)

REFUND OPTIONS

The information below is mandatory, and must be complete, legible and clear to avoid a refund being transferred to the wrong account or card. Incomplete applications cannot be processed. If you paid your fees originally by credit card, refunds can only be made back to the same card. Refund of fees paid using the CIBC International Student Pay service will be returned to the originating account.

A Refund by Email Money Transfer to Student (not 3rd party and within Canada only):

Instructions will be sent to your George Brown College email. Please note that the "10-digit security answer" must be cut and pasted correctly within three attempts or the E-transfer will be cancelled.

B Refund by Cheque to Self or 3rd Party within Canada only:

If Cheque to Self, a cheque will be sent to your address in the George Brown system. It is your responsibility to make sure that your address is updated in the college system. *Note: the address, whether to Self or 3rd party, should be written on the 1st page of the form under Refund Information*

C Refund to CIBC International Student Pay Service:

Fees paid using the CIBC International Student Pay Service will be returned to the originating bank account, less the appropriate withdrawal fee.

D Refund by Bank Transfer (To Overseas Accounts only and for fees paid using electronic bank transfer other than CIBC International Student Pay Service).

All the information below is mandatory and must be printed clearly. **PLEASE NOTE REFUND BY BANK TRANSFER IS NOT AN OPTION WITHIN CANADA.**

ACCOUNT HOLDER INFORMATION			
Account Holder Name (Must be the same as bank records)			
Complete Account Holder Address REQUIRED (ACCOUNT HOLDER ADDRESS SHOULD FOLLOW THE FORMAT BELOW –P.O. BOX WILL NOT BE ACCEPTED) Apartment number, Street number, Street name, Street type (Road, Avenue, etc.), Street direction, City, Province/State, Country and Postal/Zip Code			
BANK ACCOUNT INFORMATION			
Please confirm with your bank if they accept wire transfer using the following currencies and put a check mark below.			
US Dollar	Yes	No	Canadian Dollar
			Yes No
Bank Name			
Account Number			
Swift Code Of Your Bank Branch			
IBAN Code (Required For Bank Transfers To Europe and Brazil)			

E Refund by Credit Card

Refund of fees paid by credit card will be returned only to the original credit card used. George Brown College is not liable for any disputes arising from use of another person's credit card and must be resolved between the applicant and credit card holder..

Please email intlwithdrawal@georgebrown.ca for any questions you may have.