



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 completed application and any 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 (please make sure that your address is updated in the college stu-view system)				
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		
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. Other Please specify (e.g. changing/deferring program): _____

REFUND INFORMATION

REFUND TO:		
Self	Third Party	
Full Name		Relationship
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 Cheque if 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.

ADDRESS

B 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.

C Refund by Bank Transfer (To Overseas accounts only and for fees paid using other electronic bank transfer not using 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 (ACCOUNT HOLDER ADDRESS SHOULD FOLLOW THE FORMAT BELOW) Apartment number, Street number, Street name, Street type (Road, Avenue, etc.), Street direction, City, Province/State, Country and Postal/Zip Code					
Account Holder Telephone Number					
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					
Complete Bank Address (BANK ADDRESS SHOULD FOLLOW THE FORMAT BELOW) Suite number, Street number, Street name, Street type (Road, Avenue, etc.), Street direction, City, Province/State, Country and Postal/Zip Code					
Bank Telephone Number					
Bank Branch / Code					
Account Number					
Account Type					
Account Currency					
Swift Code Of Your Bank Branch					
Transit Code					
IBAN Code (Required For Bank Transfers To Europe)					

D Refund by Credit Card

Fee payments made using credit card(s) will be returned only to the exact same card used to pay online.

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