



# INTERNATIONAL STUDENT WITHDRAWAL / REFUND FORM

200 King St. East (Main Floor), Toronto 1-416-415-5000 (Ext. 2115) [intlwithdrawal@georgebrown.ca](mailto: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 print, sign, and send completed applications and any supporting documents to [intlwithdrawal@georgebrown.ca](mailto:intlwithdrawal@georgebrown.ca). Missing documents and incomplete applications may cause delays in the process of your application.**

<b>Name</b>	Last	First		
<b>Student ID No.</b>				
<b>Current Address</b> <small>(Please make sure that your address is updated in the College Stu-View system.)</small>				
<b>E-Mail</b>				
<b>Tel. No.</b>				
<b>Program Name</b>		<b>Program Code</b>		<b>Semester</b>
<b>Nationality</b>				

### 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

- |  |  |
|--|--|
| <input type="checkbox"/> Study Permit not granted / received<br><small>Attach the visa refusal letter. If no letter, \$1,000 will be charged.</small>  | <input type="checkbox"/> Failing grades  |
| <input type="checkbox"/> Transfer to another school<br><div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Name of School Required</div> <small>If you want your refund transferred to another school, you must provide the acceptance letter &amp; tuition invoice from that school.</small> | <input type="checkbox"/> Overpayment   |
| <input type="checkbox"/> Going back home   | <input type="checkbox"/> Medical (Attach certificate from doctor)                  |
|  | <input type="checkbox"/> Other (Please specify e.g., changing / deferring program) |
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## REFUND INFORMATION

Refund to <input type="checkbox"/> Self <input type="checkbox"/> Third Party	Full Name:		Relationship:	
	Address:			
	Telephone No.:			

I have read & fully understood the terms and conditions of the George Brown College withdrawal / refund policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(must be signed by the George Brown student only)

Comments: <small>for International Centre use only</small>	
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## 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.

**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:	
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**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.

**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:	

**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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Canadian Dollar	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Bank Name:</b>					
<b>Complete Bank Address (BANK ADDRESS SHOULD FOLLOW THE FORMAT BELOW):</b> Suite number, Street number, Street name, Street type (Road, Avenue, etc.), Street direction, City, Province/State, Country and Postal/Zip Code					
Bank Telephone No.:					
Bank Branch / Code:					
Account No.:					
Account Type:					
Account Currency:					
Swift Code Of Your Bank Branch:					
Transit Code:					
IBAN Code (Required For Bank Transfers To Europe):					

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### 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](mailto:intlwithdrawal@georgebrown.ca) for any questions you may have.