

Refund Request Form

A refund can be issued only if the account has been paid in full and there are no other debts (i.e. library, health, etc.). Your refund will be directly deposited into your personal bank account via EFT (electronic funds transfer).

Please ensure your banking information is up to date in SOLUS.



IMPORTANT: Students taking AQ courses at the Faculty of Education should contact Continuing Teacher Education directly with their refund requests. **Students in the School of English (English as a Second Language)** should contact the School of English's Office for their refund requests. **Students of Queen's Smith School of Business,** with the exception of Commerce, PhD and MSc students, should contact the Queen's Smith School of Business directly for a refund.

OSAP Students: It is a requirement of the Ministry of Training, Colleges and Universities that fee refunds for student receiving OSAP assistance are to be forwarded to the National Student Loans Service Centre.

Last Name _____ First Name _____

Student ID

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- I have verified my banking information in SOLUS.
- OSAP/Awards/Bursary
- Engineering Student
- Dual Degree

REASON FOR REFUND (for example, Reduced course load, Degree complete, Student activity opt-out, Complete withdrawal, Change in residence, Student Award, General Bursary)	
Credit Balance in my SOLUS account	\$.
Please leave this amount in SOLUS to be applied to future charges	\$.
I'm requesting a refund for this amount	\$.

Please note that refund requests can take up to three (3) weeks for processing time. No exceptions will be made to this policy.

Submit the completed form to Queen's University, Office of the University Registrar in one of the following ways:

- A. By email, from your queensu.ca email address
- B. By email, from a personal email address*
- C. By fax, send to (613) 533-2068*
- D. In person, or mail, Gordon Hall, Room 125, 74 Union Street, Kingston ON K7L 3N6*

Student's Signature Date

*Option B, C, and D require the student's signature.