Tuition Fee Refund Request

Signature is mandatory – Forward completed document to Queen’s University, Office of the University Registrar, Gordon Hall, Room 125, Kingston, ON K7L 3N6 or fax the completed document to (613) 533-2068.

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. Please note that all refund requests will be processed in approximately three (3) weeks. No exceptions will be made to this policy.

Last Name
First Name
Student ID

@queensu.ca Email Address and Telephone Number:

REASON FOR REFUND (circle one or explain)
Reduced course load / Student activity opt-out / Change in residence / Degree complete / Complete withdrawal
Other (please explain)

Student Signature: __________________________ Date: __________________________

Please Note: A refund will be issued only if the account has been paid in full and there are no other debts (i.e. library, health, etc.). EFT Tuition refund requests are processed weekly.

Effective September 1, 2010: Your refund will be directly deposited into your personal bank account via EFT (electronic funds transfer). Please make sure your banking information on SOLUS is up-to-date.

YES / NO DID YOU RECEIVE AN AWARD TRANSFER?

Are there any other debts owing?

Registration
Library Debt
Housing Debt
Student Awards Debt
Other Debt(s) (________________)
Other Debt(s) (________________)

Last payment date: __________________________ Request taken by: __________________________

Pending date: __________________________

Refund Amount $ __________________________

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.