

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) or through the CIBC Student Pay.

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.



Student ID

First
Name

Last
Name

Banking Refunds can only be processed after you have entered your Canadian bank account information in SOLUS. Log on to SOLUS to ensure your banking information is correct. You can find instructions on how to enter your banking information [here](#). Required question.

CIBC International Student Pay payments are refunded to the original payer (no banking info needed)

I have entered my banking information on SOLUS

I paid using CIBC International Student Pay

I do not have a Canadian Bank account

OSAP 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.

I have received OSAP

Awards Undergraduate Awards and Queen's Bursaries **must be applied to both fall and winter term fees first.** Funds will be held in your student account to be applied to all current and future due university charges for the academic year.

The Student Awards Office will review individual refund requests after fall and winter charges have been paid in full. Unapplied credits will be **refunded automatically in early February**, provided banking information is on SOLUS.

I have received Queen's Award/Bursary

Academics

I am an Engineering Student

I am in a dual degree

I am requesting a refund for this amount. \$

NOTE: refund requests received after the 10th of the month will be processed after the 16th of the next month.

Reason for Refund

Reduced course load

Degree complete

Student Activity Fee opt out

Complete withdrawal

Change in Residency

Student Award

General Bursary

Other

Please allow 3-5 business days from the date your refund is processed in SOLUS to the deposit to your bank account.

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

A. By email to refunds@queensu.ca, 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

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

*Signature

Date