

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.



Office of the University Registrar
Gordon Hall, Room 125
Queen’s University

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
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@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		If you have any outstanding debts with the University (i.e. library, housing, health, etc.), the Office of the University Registrar will use the credit in your tuition account to pay these debts before issuing a refund.
Library Debt		
Housing Debt		
Student Awards Debt		
Other Debt(s) (_____)		
Other Debt(s) (_____)		

Last payment date:	Request taken by:
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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.