REFUND REQUEST FORM – FRASER INTERNATIONAL COLLEGE STUDENTS

INSTRUCTIONS:
To request a refund of a residence credit balance on your SFU student account, fill out this refund request form and email it as an attachment to Residence & Housing via housing@sfu.ca or print and submit the form to the Residence & Housing Office – Building A1001 [Lower level of the Dining Hall].

Please note that refunds are processed at the end of the term provided that no additional charges are posted to your account for additional fees incurred during the term.

Last Name (please print):
_________________________________________________________________

First Name (please print):
_________________________________________________________________

SFU Student No. ____________________________  FIC Student No. ____________________________

Email Address: ____________________________________________________________________________

Signature: _______________________________________________________________________________

NOTE: The quickest way to get your refund is by direct deposit. Please watch the direct deposit tutorial at http://www.sfu.ca/students/fees/refunds.html and then sign up through the Student Information System.

To Sign Up for Direct Deposit:
• Log in at go.sfu.ca.
• Under Finances, click on the drop down list that starts “other financial...”
• Select ”Enroll in Direct Deposit“ and follow the instructions in the next page. (Note: the bank location must be in Canada.)

If you do not enroll in Direct Deposit, refund cheques will be printed once a month for pick-up at the Registrar and Information Services Counter, Maggie Benston Centre 3200, Burnaby Campus.

Freedom of information and protection of privacy
The information on this form is collected under the authority of the University Act (RSBC 1996C.468 s.27(4a)), and is needed to process your request for a refund. All information is given in confidence.