Request for Withdraw and Refund

To: International Development Office Refunds, internationalrefunds@stclaircollege.ca

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Applicant's Family Name:		Applicant's Given Name:			
Student ID:	Home Country	Confirmation fee paid:			
Passport #	Nationality:	Paid fee through: Western Union WFCU Flywire Other			
Request:					
My Program of Choice is full and St. Clair College is returning my deposit					
Other reason:					
Beneficiary Information	: Please refund to the follo	wing person:			
Account Holder's Name:					
Passport #:					
Nationality:					
Address:					
City:					
State/Province:					
Zip:					
Country:					
Telephone:					
Email:					
Bank Details (if you ask for Bank Wiring, you will pay for the bank charges related)					
Account Number:					
Account Currency Type:					
Bank Name:					
Address:					
City:					
State/Province:					

Zip:						
Country:						
SWIFT Code:						
Routing Code/IFSC (India):						
*Correspondent Bank *If you choose to sen	· · · · · · · · · · · · · · · · · · ·	(Your local currency) wire i.e. CDN funds wire = CDN bank y of the country, this information is				
Branch Name:						
Address:						
City:						
State/Province:						
Zip:						
Country:						
Swift Code:						
Routing Code/IFSC:						
I understand that when funds are returned to me: a) there is no guarantee that any funds will be received; b) that processing charges will apply regardless of any refund; c) on a foreign currency transfer, any refund will be made using the rate of exchange and processing charges in effect on the date of the refund and not the rate of exchange in effect on the date of original transfer confirmation; and d) no trace will be placed on returned funds until 30 calendar days have lapsed from date of return processing All fields must be completed. Your request will not be processed if there is incomplete or missing information on this form.						
Signature		Date				

Check list for refund request of 1st semester student

Student num	ber:	Intaking semester:	
Name:			
Program:			

- o Filled Request for Withdraw and Refund form
- o Copy of your St. Clair College letter of acceptance
- Copy of your Study Permit
- Copy of your passport (photo page)
- Copy of Letter of Admission for other designated learning institute
- o Copy of Proof of Enrollment in the new DLI school
- o Provincial Attestation Letter (PAL) from new DLI school
- Confirmation that you have changed your post-secondary school with IRCC
- Evidence showing first semester payment to new institution
- o Communication with student agent for withdrawal
- Bank wire receipt showing payment from your home country boarding pass and the custom stamp on your passport once you have
- If you are going back to your home country, we require a copy of your arrived home.