

Please complete all below sections and submit copies of all mandatory documents by email to studytoronto@tdsb.on.ca or in person. If you are emailing, in the Subject Line of the Email please write Refund, the student's full passport name and TISP# of the student.

Student Information:

Date: _____

Student Name: _____
Passport Surname Passport First Name

Date of Birth: _____ TISP#: _____
(mmm/dd/yyyy)

Assigned School: _____

Refund pay period: _____ / 20 _____ / 20
month / year month / year
Start Period End Period

I'm the father/mother or custodian of the above student. I would like to request a refund for the following reason:

(Please check one of the below)

- Visa or Study Permit Rejection: Confirmation from the Immigration, Refugees and Citizenship Canada (IRCC)
- Medical Reasons: Please State the Medical Condition: _____
- Canadian Status Change: Student has officially become a Canadian Citizen, Permanent Residence or Convention Refugee.
- Other (Please explain): _____

I have also submitted copies of the required supplementary documents:

- 1 Copy of Official TDSB Letter of Acceptance **(Required)**
- 2 Completed Wire Transfer Information Sheet (page 2) **(Required if using Traditional Wire)**
- 3 Copy of Visa/Study Permit Rejection Letter from Immigration Canada **(Required for Visa or Study Rejection Refunds)**
- 4 Copy of medical diagnosis and prognosis notarized in English **(Required for Medical Reason Refunds)**
- 5 Proof of Canadian Citizenship or Permanent Residence Status **(Required for Canadian Status Change)**
- 6 Notarized IRCC custodianship declaration forms (IMM 5646)
(Required if the beneficiary of the refund is the custodian)
- 7 Other Documents as required requested by the International Students and Admissions Office

Parent's Contact Email: _____

Parent's Name: _____

Surname

First Name

Parent's Signature: _____

Date (mmm/dd/yyyy)

CIBC International Student Pay System

Refunds for CIBC International Student Pay System tuition fees will be processed through the CIBC Portal system. Because all banking details are retained in the initial tuition fee payment, no additional information is required.

Traditional Wire Transfer

Used to refund bank drafts and other methods of tuition fees. The Beneficiary must be the parent(s) or custodian only. If the refund is being returned to the custodian, Notarized IRCC custodianship declaration forms (IMM 5646) must be provided (Please review required documents section above).

Beneficiary Bank

Bank Name

Transit #

Branch #

Bank Address

Swift Code

Beneficiary

Beneficiary Name

Beneficiary Address

Address

City

Province

Postal Code

Country of Destination

Currency

Account #