



ROTMAN ARTS & SCIENCE SCHOOL

130 Racco Parkway, Thornhill, Ontario, L4J 8X9

INTERNATIONAL STUDENTS REFUND POLICY

- All fees are in Canadian Currency.
- For those students who are not successful in applying for Canadian Student Visas and require a refund, the Recruitment Partner should submit the following documents. The refund will be processed within 30 business days once the request gets approved.
 - Refund request form signed by a parent of the student;
 - Copy of Refusal letter from Canadian Embassy;
 - Original Letter of Acceptance, Tuition fee receipt from Rotman.
- The registration fee of \$200 CAD, custodianship arrangement fee of \$150 CAD (if applicable) and \$65 bank transfer fee (if applicable) is non-refundable.
- Once the student has applied to Rotman and has paid tuition, any refund request must follow our refund policy.

The Refund is performed in accordance with the following tables:

Percentage of tuition refunds	Submit a written refund request (Foreign students and students who need study permits /visas)
100%	If the visa application is refused, submit the Refusal letter, Refund application form and Payment receipt
50%	When the visa application procedure is done
25%	Once the visa application is submitted
0%	After the student visa is approved

Percentage of tuition refunds	Submit a written refund application form (Students who do not need student visas in the territory)
100%	Payment within 1 business day, and did not start any classes
50%	2 to 4 business days after payment
25%	5-9 business days after payment
0%	10 business days after payment



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INTERNATIONAL STUDENTS REFUND REQUEST FORM

STUDENT'S INFORMATION

Name: _____ Date: _____
Grade: _____ Student #: _____
Email: _____ Phone: _____

REASON FOR REQUEST

VISA DENIED* TRANSFER TO OTHER SCHOOL
GOING HOME OTHER _____

*** Please provide proof of visa rejection**

PAYMENT METHOD

Wire Transfer

Beneficiary's Name: _____
Beneficiary's Address: _____
Bank name: _____
Bank Address: _____
Bank Account #: _____
Swift Code: _____ Transit No.: _____

E-Transfer

Beneficiary's Name: _____
Email: _____

Other

PARENT'S CONFIRMATION

Parent's Name: _____
Parent's Email: _____
Parent's Signature: _____ DATE: _____