

## International Student Program Refund Request Form – EUROPE & SOUTH AMERICA

We do not accept handwritten forms.

Today's Date (MM-DD-YYYY): \_\_\_\_\_

Date of Withdrawal (MM-DD-YYYY): \_\_\_\_\_

**OFFICE USE ONLY**

ISP Student Number:

**STUDENT INFORMATION**

Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

Birthdate (MM-DD-YYYY): \_\_\_\_\_ Current BSD School: \_\_\_\_\_

Student's Email: \_\_\_\_\_

**PARENT INFORMATION**

Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**PAYMENT INFORMATION** – Please complete **ONE** payment method below (Example: EFT/Direct Deposit or Wire Transfer)

**PAYMENT MADE THROUGH FLYWIRE – REFUND WILL BE DONE THROUGH FLYWIRE TO ORIGINAL PAYER.**

**BY EFT/DIRECT DEPOSIT - FOR BANKS IN CANADA ONLY (Bank charges apply)**

**DIRECT DEPOSIT PAYABLE TO:**

Account Holder Legal Last Name: \_\_\_\_\_ Account Holder Legal First Name: \_\_\_\_\_

Account Holder Email: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Account Holder Address: \_\_\_\_\_

Account Holder City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Full Address: \_\_\_\_\_

Bank City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

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Branch Transit Number

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Institution Number

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Account Number

**NOTE:**

Burnaby School District Finance Department requires a copy of the Account Holder's Direct Deposit Form in order to process an EFT.  
You can login to your financial institution's online banking account to print this form or visit your bank.

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BY WIRE TRANSFER IN CAD CURRENCY ONLY - FOR OVERSEAS BANKS – CONFIRM BANK WILL ACCEPT CAD CURRENCY (bank charges apply)

**WIRE TRANSFER PAYABLE TO:**

Beneficiary Legal Last Name: \_\_\_\_\_ Beneficiary Legal First Name: \_\_\_\_\_

Beneficiary Email: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Beneficiary Address: \_\_\_\_\_

Beneficiary City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Full Address: \_\_\_\_\_

Bank City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

**SWIFT Code (All countries)** – The swift code consists of 8 or 11 characters.  
\_\_\_\_\_

**IBAN Number (Europe/South America)** – The IBAN Number consists of up to 32 alphanumeric characters.  
\_\_\_\_\_

- I have confirmed with my financial institution that the above banking details are accurate.
- I understand that a refund will only be issued if all required forms and documents are fully completed, signed, and submitted for processing within the time period indicated on our Refund Policy.
- I am aware that it will take four to six weeks to process the refund, or longer if any required documents are missing or information is incomplete.

Parent's Written Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form with all required documents to International Office at  
[InternationalRefund@burnabyschools.ca](mailto:InternationalRefund@burnabyschools.ca).

**OFFICE USE ONLY**

Program Coordinator Approval: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Total Refund Amount: \_\_\_\_\_

The following have been notified:

Secondary: VP-Intl + SISOP + ISS + Medical + Langara Homestay

Emailed By: \_\_\_\_\_ Date: \_\_\_\_\_

Elementary: Principal + Secretary + Medical + Elementary Placement

Emailed By: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNATIONAL EDUCATION OFFICE USE ONLY**