



**Mission:** To inspire lifelong learning and leadership through experience, excellence, and innovation.  
**Vision:** Transforming the future through innovative learning.  
**Values:** We value learner success, integrity, respect, community, excellence and innovation.

## REFUND REQUEST FORM FOR INTERNATIONAL (Visa) STUDENTS

Please complete this form and attach it to an email to our Admissions Team at [admissions@lakelandcollege.ca](mailto:admissions@lakelandcollege.ca) indicating your intention to withdraw. If you are currently attending Lakeland, you must also complete a "Withdrawal from College" form available in Student Services.

REFUND INFORMATION:			
Student First Name		Student Last Name	
Student ID #		D.O.B. (MM/DD/YYYY)	
Address			
City/ Province			
Country		Postal Code	
Phone		Email Address	
Mailing Address (if different than above)			

REASON FOR REFUND: (check one)	
<input type="checkbox"/>	Visa denial (please attach a copy of your visa denial letter). The tuition deposit payment is partially refundable if your study permit was denied. To be eligible, this refund request must be submitted within 4 weeks of the date on your denial letter.
<input type="checkbox"/>	Attending another institution (please attach a copy of Letter of Acceptance from other institution)
<input type="checkbox"/>	Other (please specify):

**PLEASE NOTE:** Refunds are processed based on method of original payment. When possible, credit card payments are refunded to the credit card. Payments made by cash, cheque, debit card or non-refundable credit cards are refunded by cheque in Canadian funds. Payments made via Flywire are refunded via Flywire.

METHOD OF ORIGINAL PAYMENT MADE BY: (check one)			
Credit Card (check one)	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	
<input type="checkbox"/> Cash	<input type="checkbox"/> Debit		
<input type="checkbox"/> Flywire	<input type="checkbox"/> Cheque		
Original Payment Date: (DD/MM/YYYY)			

**PLEASE NOTE:** Refunds cheques will be sent by regular mail at no charge. If you want to have your cheque sent via courier, you will be charged a \$50 fee which is deducted from your refund.

Check one:       Send refund cheque via regular mail (no charge)       Send refund cheque via courier and deduct the \$50 fee from my refund

STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_