



# TUITION & FEE REFUND REQUEST FORM

**DATE (DD/MM/YYYY):**

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**STUDENT NAME:**

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**STUDENT NUMBER:**

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**STUDENT EMAIL ADDRESS:**

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**PHONE NUMBER:**

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**REFUND CHEQUE  
(SELECT ONE):**

**PICK UP  
CHEQUE**

**MAIL OUT CHEQUE**

If address on file is not current, please fill information below

ADDRESS

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CITY

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POSTAL CODE

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**Refunds will be processed within two to three weeks of request; not inclusive of Holiday closures at the University. All refunds will be issued by cheque. Students will be notified by email of all request status updates.**

For more details please refer to the Tuition & Fees, Refunds section on the OCAD U website.

Please note:

All tuition fee refunds are subjected to the approval of the Financial Aid & Awards Office. If you drop course(s) or withdraw from your program, and you have outstanding OSAP loans, OCAD U is required by the Ministry of Training, Colleges and Universities to send some or all of the credit balance remaining on your account first to the National Student Loans Service Centre (NSLSC) to be applied against your outstanding student loan balance.

If you receive a scholarship, award or bursary, you may be entitled to a refund if the funds received exceed the fees and charges on your account. If you drop course(s) or withdraw from your program, some or all of your scholarship, award or bursary may be reversed. Refund will be first applied to any financial aid & award program from which you received the funds.

Please contact the Financial Aid & Awards Office for more information: [FinancialA@ocadu.ca](mailto:FinancialA@ocadu.ca)

All unclaimed tuition refund cheques for pick-up will be mailed out after three weeks to the current address listed on your student record.

**STUDENT SIGNATURE:**

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Please return all completed forms to the Cashier's Office or to Student Accounts: [studentaccounts@ocadu.ca](mailto:studentaccounts@ocadu.ca)