

Refund Request

Date: _____ Refund: _____ Mail _____ or _____ Pick up _____

Name of Payee: _____

Student Name: _____ Receipt#: _____

Mailing Address: _____

Unit #

Street

City

Postal Code

Day Time Phone Number: _____ Email: _____

Course(s) Requesting Refund From:

_____ ☐ Completed ☐ Withdrawing

Course name:

_____ ☐ Completed ☐ Withdrawing

Course name:

_____ ☐ Completed ☐ Withdrawing

Course name:

_____ ☐ Completed ☐ Withdrawing

Course name:

_____ ☐ Yes ☐ No

Calculator returned:

****PLEASE NOTE:**

YOUR REFUND WILL NOT BE PROCESSED UNTIL ALL TEXTBOOKS AND/OR CALCULATORS ARE RETURNED

REASON FOR WITHDRAWAL: *** MUST have at least one reason selected**

- | | |
|--|--|
| <input type="checkbox"/> Course Completed | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Illness | <input type="checkbox"/> Transfer to another School |
| <input type="checkbox"/> Moving/Moved Away | <input type="checkbox"/> Schedule Change/Conflict <input type="checkbox"/> _____ |

Cheques will take 2-3 weeks to be written and processed.

Students Signature: _____

Date: _____

The personal information collected on this form is required for the operation of the Continuing Education Program of School District No. 61. It is subject to the Freedom of Information and Protection of Privacy Act and will be kept secure and confidential according to the Act.

02-05-15

OFFICE USE ONLY**Payment:****Amount:** _____ **Receipt Number:** _____ **Date:** _____**Amount:** _____ **Receipt Number:** _____ **Date:** _____**Amount:** _____ **Receipt Number:** _____ **Date:** _____**Refund:****Amount:** _____ **Cheque Number:** _____ **Date:** _____**Amount:** _____ **Cheque Number:** _____ **Date:** _____**LIBRARY RESOURCE VERIFICATION:****Date:** _____**Completed by** _____**All resources returned to library: Yes or No**

GREATER VICTORIA SCHOOL DISTRICT CONTINUING EDUCATION PROGRAM

☐ Withdrawn in MyEd

The personal information collected on this form is required for the operation of the Continuing Education Program of School District No. 61. It is subject to the Freedom of Information and Protection of Privacy Act and will be kept secure and confidential according to the Act.

02-05-15