

Office of Enrolment Management and Registrar / Student Accounts  
 9125 50 Street NW  
 Edmonton, Alberta, Canada T6B 2H3  
 Phone: (780)465-3500  
 Fax: (780)465-3534



To obtain a refund, King's requires the *Request for Refund* form to be completed. The refund will be issued in the manner it was received. Visa and MasterCard will be refunded to the original credit card and all other methods of payment will be refunded as a cheque. If the money is being refunded back to student, then an individual that is authorized to act on behalf of the student can make the request. If the refund cheque is being issued to anyone other than the student, then the student must indicate who the cheque is being issued to, and supply complete address information for where it is to be mailed.

## Request for Refund

I.D.#:	DOB (yyyymmdd):		
Name:			
Amount of refund:			
<input type="checkbox"/> Make Payable To:			
<input type="checkbox"/> Mail to:      Name:			
Address:			
City:		PROV:	PC:
_____		_____	
Signature		Date	

<b>For Office Use</b>		
Information Required	Payment Info	Refund Entry
File #:	Date of Payment:	Batch / Entry #:
Student Status: FT / PT / WD	Payment Code / Batch:	
Student Loan:      Yes / No	Amount of Original Payment:	Refund #:
Library Fine:      Yes / No		

