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 via cheque except if the payment was made through Flywire. 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.

If you are being issued a refund cheque, please deposit the cheque into your bank account right away. If at six months the cheque has not been deposited a stop payment will be put on the non-deposited cheque and the funds will be put back onto your student account and you will be charged a $25 fee. King's will do its best to reach out to you with the contact information you have on file so we can reissue the remaining credit balance on your account.

Request for Refund EFT

I.D.#:	DOB (yyyymmdd):
Name:	
Information from the bottom of a VOID Cheque	
Bank/Institution Number (three digit number):	
Branch/Transit Number:	
Account Number:	
_____ Signature	_____ Date

For Office Use		
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		