



FILL IN THIS FORM DIGITALLY, SAVE A COPY TO YOUR COMPUTER, AND PRINT A COPY FOR SUBMISSION.

Fill out this REFUND REQUEST form and DIRECT DEPOSIT form, attach a VOID cheque to the forms, and mail both forms to: Student Accounts, Student Services, Simon Fraser University, 8888 University Drive, Burnaby BC Canada V5A 1S6; or drop it off at the Registrar and Information Services counter on **Surrey campus**.

Student number \_\_\_\_\_

Last name (please print) \_\_\_\_\_

First name (please print) \_\_\_\_\_

Date \_\_\_\_\_

Refund amount requested (in CANADIAN DOLLARS) \_\_\_\_\_

Your signature \_\_\_\_\_

**NOTE: PAYMENTS MADE BY PERSONAL CHEQUE WILL BE REFUNDABLE 45 DAYS AFTER THE POSTING DATE.**

**NOTE FOR SURREY CAMPUS REFUND CHEQUES:**

**YOU ARE NO LONGER ABLE TO PICK UP YOUR REFUND CHEQUE AT THE SURREY CAMPUS: IT WILL BE DIRECTLY DEPOSITED TO YOUR BANK ACCOUNT.**

**YOU NEED ONLY SUBMIT ONE DIRECT DEPOSIT FORM FOR ANY FUTURE REFUNDS. HOWEVER, IF YOUR BANKING INFORMATION CHANGES, YOU MUST SUBMIT A NEW DIRECT DEPOSIT FORM IMMEDIATELY TO STUDENT ACCOUNTS ON BURNABY CAMPUS. FAILURE TO DO SO WILL RESULT IN DELAY OF PAYMENTS TO YOUR BANK ACCOUNT.**

Please refer to [students.sfu.ca/fees](http://students.sfu.ca/fees) for refund dates for the current term, and for information on how to make payments to your student account.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The information on this form is collected under the authority of the University Act (RSBC 1996 c.468 s.27[4a]), and is needed to process your request for a refund. If you have any questions about the collection and use of this information, contact the Director, Student Accounts, Student Services, Simon Fraser University, 778.782.5384. All information is given in confidence.

FILL IN THIS FORM DIGITALLY, SAVE A COPY TO YOUR COMPUTER, AND PRINT A COPY FOR SUBMISSION.

**RETURN THIS FORM TO STUDENT ACCOUNTS, MAGGIE BENSTON CENTRE 3200, ONLY IF:**

1) You have not already submitted a Director Deposit Request to Student Accounts for an award you previously received;

**OR**

2) The banking information you previously submitted to Student Accounts has changed.

Student name \_\_\_\_\_

SFU student number \_\_\_\_\_

**ATTACH A VOID CHEQUE, PHOTOCOPY OF YOUR SAVINGS PASSBOOK, OR EQUIVALENT DOCUMENT FROM YOUR BANK. THIS MUST CLEARLY SHOW: 1. THE BANK ID, 2. THE BRANCH/TRANSIT NUMBER, AND 3. YOUR BANK ACCOUNT NUMBER.**

**NOTE: ONLY CANADIAN BANK ACCOUNTS ARE ACCEPTED FOR DIRECT DEPOSIT.**

**INFORMATION ABOUT DIRECT DEPOSIT AND AWARD PAYMENTS FOR SURREY CAMPUS.  
PLEASE READ AND SIGN BELOW/**

- 1) Students who have not previously submitted a Direct Deposit Request to the Student Accounts Office must do so in order to receive an award payment.
- 2) Any banking information changes that take place subsequent to the submission of this form must be notified immediately to Student Accounts by submitting a new Direct Deposit Request. Failure to do so will result in delays in payment to your bank account.
- 3) International students who are not yet in Canada must open a Canadian bank account and submit banking information to Student Accounts upon arrival to Canada.
- 4) The University will deduct from your award any outstanding tuition fees, housing fees, and other indebtedness to the University. Any funds remaining from your award are subsequently sent via direct deposit to your bank account. If you have questions regarding charges to your SFU student account, please contact Student Accounts, Maggie Benston Centre 3000, for assistance.
- 5) A T4A income tax receipt will be available for printing at <http://sis.sfu.ca> early 2011 or 2012, depending on the term you hold your award. Scholarship income is not taxable if you are eligible to claim an education tax credit.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The information on this form is collected under the authority of the University Act (RSBC 1996 c.468 s.27[4a]), and is needed to process your request for direct deposit. If you have any questions about the collection and use of this information, contact the Director, Student Accounts, Student Services, Simon Fraser University, 778.782.5384. All information is given in confidence.

**FOR INTERNAL USE ONLY:**

ENTERED/UPDATED ON SIMS BY \_\_\_\_\_ DATE \_\_\_\_\_