



INTERNATIONAL OFFICE

P.O. Box 3211, Timmins, ON, Canada P4N 8R6
 Email: international@northern.on.ca

INTERNATIONAL STUDENT REFUND REQUEST FORM

22/11/2018

To be considered for a refund, it is the responsibility of the student to contact the International Office by e-mail (international@northern.on.ca) **before the 10th school day of the semester**. This form must be completed if there is a delay in obtaining a study permit, or for any other reasons the student is unable to attend Northern College for their scheduled program. Refund Requests received after the first ten scheduled class days of the semester will incur academic penalties as per Northern College’s Refund Policy. Once this form is received by e-mail, along with the required supporting documentation, a refund of tuition and fees will be assessed as per the Northern College withdraw and refund request policy.

- Denial of Study Permit Application - \$500 CDN Administrative Fee**
 (Copy of your refusal letter must be submitted in order for our refund request to be considered)
- Other - \$2500 plus \$750 CDN Administrative and exit fees applies (no exceptions)

I _____
 request that Northern College refund the amount owing to me or my designate, according to the following instruction and I also understand that there would be a deduction of the Administrative Fee noted above.

I understand that it will take a minimum of eight weeks to process my refund, from the time a complete refund package is received by Northern College. I also understand that my refund may be reduced due to bank fees and exchange rates that are beyond the control of Northern College

Please fill out the following bank details for Electronic Fund Transfers Only:

Beneficiary Information:			
*Beneficiary name: (Student Name)		Northern College Student Number:	
*Email: (for payment notification)			
*Country:			
*Address 1:			
Address 2:			
*City:			
*Province / state:		*Postal code:	
*Phone number:			

Bank information:			
*Name on bank account:			
*Bank account currency: (e.g. EUR, USD, HKD etc)			
*Bank country:			
*Bank name:			
*Bank account number / IBAN: (CLABE for Mexico banks)			
Swift code / BIC code: (conditionally required)			
Bank code / routing code: (e.g. ABA, BSB, Sort code, IFSC, CNAPS)			
*Bank branch address:			
*Bank city:			
*Bank province / state:		*Bank postal code:	

Student name (clearly printed):

Student's Signature:

Date (dd/mm/yy): _____

Guidance for completing the International Payments Information Form

Country/Currency	Bank information required
Australia / AUD	<input type="checkbox"/> Valid 6 digit BSB code <input type="checkbox"/> Bank account must be in AUD and in Australia
Eurozone / EUR	<input type="checkbox"/> Valid SWIFT/BIC code (8 to 11 digits) <input type="checkbox"/> Valid IBAN <input type="checkbox"/> Bank account must be in EUR and one of these countries: Austria, Belgium, Bulgaria, Cyprus, Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, or United Kingdom
UK / GBP	<input type="checkbox"/> Valid 6 digit BACS sort code (Search BACS sort codes here: http://www.paymentscouncil.org.uk/resourcesandpublications/sortcodechecker/) <input type="checkbox"/> 8 digit bank account number <input type="checkbox"/> Bank account must be in GBP and in the UK
Hong Kong / HKD	<input type="checkbox"/> Branch specific 6 digit Hong Kong clearing code <input type="checkbox"/> Bank account must be in HKD and in Hong Kong
Norway / NOK	<input type="checkbox"/> Valid IBAN (15 alpha numeric digits) <input type="checkbox"/> Valid SWIFT/BIC code (8 to 11 digits) <input type="checkbox"/> Bank account must be in NOK and in Norway
New Zealand / NZD	<input type="checkbox"/> Valid 6 digit bank branch code <input type="checkbox"/> 9 or 10 digit bank account number <input type="checkbox"/> Bank account must be in NZD and in New Zealand
Singapore / SGD	<input type="checkbox"/> 7 digit bank routing code <input type="checkbox"/> Bank account must be in in SGD and in Singapore
USA / USD	<input type="checkbox"/> 9 digit ACH ABA code (most banks have a different ABA code for ACH payments) <input type="checkbox"/> Check your ACH ABA here: www.fedwiredirectory.frb.org/searchACH.cfm <input type="checkbox"/> Bank account must be in USD and in the USA <input type="checkbox"/> Beneficiary address

Additional guidance:

Bank codes	Bank codes are usually required, and typically appear on the bottom of cheques. The name of the code differs by country but the more common ones are: <ul style="list-style-type: none"> • US – routing number or ABA (9 digits) • UK – sort code / routing code (6 digits) • Australia and New Zealand – BSB code (6 digits) • India – IFSC code (11 digits). Lookup IFSC codes here: http://bankifsc.com/ • Hong Kong – Hong Kong clearing code (6 digits – 1st 3 identify the institution, last 3 identify the branch) • Singapore – Singapore branch code (7 digits)
SWIFT/BIC code	Standard format of bank identifier codes to facilitate the transfer of funds between banks. The code is made up of 8 or 11 digits.
CLABE	The bank account numbering standard in Mexico is 18 digits made up of: 3 digit bank code + 3 digit branch office code + 11 digit account number + 1 control digit
IBAN	List of countries that use IBAN: www.nordea.com/Our+services/Cash+Management/Products+and+services/IBAN+countries/908462.ht
Specific requirements for frequently used currencies	<ul style="list-style-type: none"> • AUD – payments in AUD require the BIC/SWIFT AND the BSB code • CNY – payments in Chinese Yuan require SWIFT and a 12 digit CNAPS code as well as a contact and phone number name if the beneficiary is a company. • KRW – payments in South Korean Won require SWIFT, full bank branch address, beneficiary telephone number and address • TWD – payments in Taiwan dollars require SWIFT, beneficiary telephone number and address