



REFUND REQUEST FORM

Refunds generally take 6 to 10 weeks to process after refund eligibility has been confirmed.

If this is for a tuition refund, please confirm the following statements are true before submitting this form:

- I have submitted a withdrawal form and been approved for withdrawal OR MITT has indicated they have withdrawn me.
- My withdrawal date falls on or before a refund eligible withdrawal deadline (see applicable term of [Academic Schedule](#)).
- My [Student Portal Account](#) has a credit balance (balance appears in brackets).

STUDENT INFORMATION

Last/Family Name _____ First/Given Name _____
Student # _____ Email _____
Address _____ Unit # _____
City _____ Province _____
Postal Code _____ Phone # _____

ORIGINAL PAYMENT METHOD

- Bank draft
- Cheque
- Credit Card
- Debit Card/Interac
- Money Order
- Online Banking
- Third Party

CHOOSE REFUND METHOD:

Payments made by a third party, such as Financial Aid/Manitoba Student Loan, lender, sponsor, or award, bursary, or scholarship fund will be refunded back to the third party.

Choose how you would like any remaining funds, if applicable, to be issued to you.

- ☐ Direct Deposit/Electronic Funds Transfer using the banking information below
- ☐ Leave credit on my account to be used towards future tuition and fees

- CIBC Student Pay

Refund will be sent to the account used to make the original CIBC payment (bank account, credit card, Alipay/WeChat account etc.) up to the original CIBC payment amount.

- Convera (International students only)

Depending on the original form of payment, Convera will either refund via the original payment source or they will send you an email requesting banking information.

BANKING INFORMATION

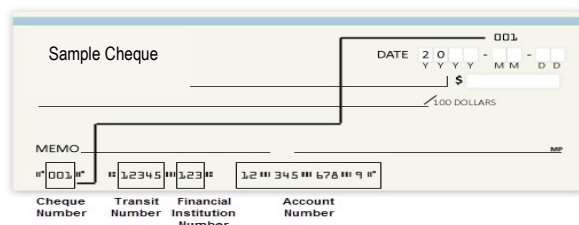
STUDENT'S BANK/FINANCIAL INSTITUTION

If possible, attach a void cheque.

Account Holder's Name: _____
Banks' Name _____
Bank Address _____
City _____
Province _____
Country _____
Postal Code _____
Transit Number (5 digits) _____
Financial Institution # (3 digits) _____
Bank Account # _____

☐ WIRE TRANSFER/INTERMEDIARY BANK INFORMATION

Bank Name _____
Bank ID (SWIFT Code-Foreign only) _____
Street Address _____
City _____
Province/State _____
Country _____



CURRENCY

- ☐ CDN Canadian dollars (Preferred)
- ☐ USD USA Dollars (subject to standard foreign exchange fees)

STUDENT SIGNATURE

I authorize my refund to be paid as outlined above and to the account noted above.

Student Signature: _____ Date: _____

TO SUBMIT: Print form, sign, scan, and email to finance@mitt.ca or drop off at 130 Henlow Bay.

May 5, 2025