



REFUND REQUEST FORM

Refunds generally take 2 to 3 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- I have submitted a withdrawal form and been approved for withdrawal OR MITT has indicated they have withdrawn me.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 | CHOOSE REFUND METHOD: |
|---|---|
| <ul style="list-style-type: none">• Bank draft• Cheque• Credit Card• Debit Card/Interac• Money Order• Online Banking• Third Party | <p>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.</p> <p>Choose how you would like any remaining funds, if applicable, to be issued to you.</p> <p><input type="checkbox"/> Direct Deposit/Electronic Funds Transfer using the banking information below</p> <p><input type="checkbox"/> Leave credit on my account to be used towards future tuition and fees</p> |
| <ul style="list-style-type: none">• CIBC Student Pay | <p>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.</p> |
| <ul style="list-style-type: none">• Convera (International students only) | <p>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.</p> |

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) _____

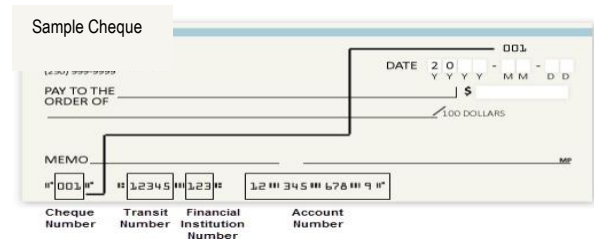
Financial Institution # (3 digits) _____

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