

**APPLICATION CANCELLATION & REFUND REQUEST FORM**

**Purpose of this form:** Use this form if you wish to discontinue your application process with Virginia International University.

Online Application # (if you completed one): \_\_\_\_\_

Last Name		First, Middle (if any) Name	
Which Semester Did you apply for?		Which Program did you apply for?	

Mailing Address: _____					
Street	City	State	Zip	Country	
Tel: _____		Fax: _____		E-mail: _____	

**Reason(s) for canceling the application:**

- Visa Denial
- Financial difficulties
- Health problems
- Employment offer
- Developed Interest to other institution (please specify name : \_\_\_\_\_)
- Other(s) Please Specify: \_\_\_\_\_

**Application Cancellation & Refund Policy**

Upon submission of this form, the tuition deposit you paid during the application process (if any amount) will be refunded. The bank transaction fee, however, will be deducted from this total. In general, VIU will refund the tuition deposit in the same manner as it was received by VIU (credit card payment, bank wire transaction, or check). The application fee and the postage fee are not refundable. If the student came to VIU to register for classes, in order to get full refund a written notice must be received at least 3 business days prior to the 1<sup>st</sup> day of classes. Note that the time of this refund can take up to 45 calendar days. Please inform us promptly if you do not receive your refund after 45 days of filing this notice of cancellation.

If you wish to cancel your application, please complete this form, sign and submit. PLEASE NOTE: In order to proceed with the refund process, please complete the second page

- You may send these documents by the following methods:
1. Fax it to the VIU Admissions Office at: +1-703-591-7048
  2. Mail to VIU Admissions Office at:  
11200 Waples Mill Road. # 360  
Fairfax, VA 22030, U.S.A.

**Please note that the application fee, books, instructional supplies, and service charges rendered during this process are non-refundable.**



Choose one of the following methods. Please note that VIU will refund the tuition deposit in the same manner as it was received by VIU (credit card payment, bank wire transaction, or check).

**a. If someone in the U.S. will collect your refund, we can issue your refund by check. To receive your refund by check, please provide the following information:** (Please note that the following information should be for the person collecting the refund.)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip Country

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**b. If you paid your tuition deposit by wire transfer, please provide the following information:**

Bank Name: \_\_\_\_\_

Bank Branch Address: \_\_\_\_\_

Account Name: \_\_\_\_\_  
 Account Number/  
 or IBAN Number: \_\_\_\_\_

SWIFT Code: \_\_\_\_\_

**If you have an Intermediary Bank give us:**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Swift Code: \_\_\_\_\_

ABA Number: \_\_\_\_\_

**c. If you paid your tuition deposit by credit card, please provide the following information:**

Card Holder: \_\_\_\_\_

Card Type: \_\_\_\_\_

Card No: \_\_\_\_\_

Exp Date: \_\_\_\_\_

**d. Other:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ (month/day/year)