



## REFUND REQUEST FORM

Student ID #: \_\_\_\_\_

Last Name		First, Middle(if any) Name	
Which semester did you apply for?		Which program did you apply for?	

Mailing Address: _____ Street
<span style="margin-right: 100px;">City</span> <span style="margin-right: 100px;">State</span> <span style="margin-right: 100px;">Zip</span> <span>Country</span>
Tel: _____ Fax: _____ Email: _____

**Reason(s) the Refund:**

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

**Refund Policy**

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). Please note that **VIU will only issue tuition refunds to the organization or person who made the original payment.** 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 by the last day of add/drop period. **Note that the time of this refund can take up to 45 calendar days.** It is University policy to hold tuition deposits refundable for one year after the application date. After lapsing of the one year period, these deposits become non refundable.

In order to proceed with the refund process, please complete this form, sign and submit

You may send these documents by the following methods:

1. Fax it to the VIU Accounting Office at 703-591-7046
2. Mail to VIU Accounting Office

Attn: Accounts Receivable  
4401 Village Drive  
Fairfax, VA 22030 , U.S.A.

3. E-mail it to accounting office at: [accounting@viu.edu](mailto:accounting@viu.edu)

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

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

**a. If you paid by check, please provide the following information:**

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

Pay to the order of: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Beneficiary Name: \_\_\_\_\_  
(Account holder's name)

Beneficiary Address: \_\_\_\_\_  
(Account holder's address)

Beneficiary City and State: \_\_\_\_\_  
(Account holder's city and state)

Beneficiary Country: \_\_\_\_\_  
(Account holder's country)

Beneficiary Account #: \_\_\_\_\_  
(Account holder's account number)

Beneficiary Bank ID: \_\_\_\_\_  
(Routing number – for domestic wire)

Beneficiary Bank Name and Address: \_\_\_\_\_  
(Account holder's bank name and address)

Swift Code: \_\_\_\_\_  
(Account holder's bank swift code – for international wire)

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

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

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

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

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

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

Today's Date: \_\_\_\_\_

Accounting Office:
Approved On: _____ Denied on: _____ Amount: _____
Signature: _____ Date: _____