

**PLEASE READ CAREFULLY**

Refund appeals are available for consideration where students have experienced extenuating circumstances, requiring them to withdraw from their courses. Extenuating Circumstances are beyond the student's control and are unpreventable, unpredictable, and unavoidable. Completion and submission of this application form does not guarantee that your request will be granted.

To submit an application:

- Complete the application in full
  - Signature must be in ink or digital; typed signatures will not be accepted
- Attach a **personal statement and supporting documentation** (see Parts 3 and 4 for details)
- Submit completed application in one email to [studentrefunds@capilano.ca](mailto:studentrefunds@capilano.ca) with the subject line: *Student name, Student number – Refund Appeal* from your myCapU email account.

**Please note:**

1. Refund appeals will only be considered during the withdrawal period up until 30 days after the end of term. Requests after this deadline will not be accepted.
2. Only courses Withdrawn (W) from are eligible for consideration.
3. If you are receiving financial aid in the form of a loan, scholarship, award, or bursary, it is strongly recommended that you contact Financial Aid & Awards to determine if your current or future financial aid will be impacted prior to submitting your application.

**PERSONAL INFORMATION - PART 1**

STUDENT NUMBER	LEGAL LAST NAME	LEGAL FIRST NAME
TERM OF REQUEST	PROGRAM OF STUDY	PREFERRED NAME (IF APPLICABLE)
SIGNATURE		DATE (MM/DD/YYYY)

**REQUESTED COURSES – PART 2**

List all of the courses you have withdrawn from and are requesting refund consideration.

SUBJECT	NUMBER	SECTION	COURSE NAME

**PERSONAL STATEMENT – Part 3**

Please attach a personal statement detailing your reasons for submitting an application for an extenuating withdrawal. Your statement should be typed and a maximum of 500 words. Personal statements must demonstrate that circumstances differ significantly from other students and include the following information:

- Full legal or preferred name (if applicable)
- Student ID
- Signature
- Statement that includes the desired outcome(s)
- A detailed explanation of why you should be considered for a refund

**SUPPORTING DOCUMENTATION – Part 4**

Supporting documentation is required. If supporting documentation cannot/will not be included, you must indicate the reason(s) as to why in your personal statement. A final decision may be impacted if an application is submitted without supporting documentation.

Supporting documents may include, but are not limited to:

- A verifiable note/letter from someone in a “Professional Capacity” (Physician, Physiotherapist, Counsellor, Psychologist, Dentist, Lawyer, etc.).
  - Provided on official letterhead or include business stamp/card
- Verifiable letter(s) of support from someone in a “Professional Capacity” or University department.
- Receipts - medical, prescription, travel, hotel, etc.
- Travel information - plane/train tickets, airline itinerary, etc.
- Proof of Death - death certificate, published obituary, funeral notice, etc.
  - Explaining the relationship to the deceased should be included in the student’s personal statement
- Employee information - employee card, employment verification letter, layoff notice, etc.
- A verifiable report or claim - police reports, insurance claims, etc.

**STUDENT FINANCIAL ACCOUNTS: AUTHORIZATION**

<input type="checkbox"/> GRANTED <input type="checkbox"/> DENIED	Comments:	
Name of approver:		
Name of approver:	Signature:	Date of approval: