

Nipissing University Refund Request Form
(Please submit to the Finance Office upon completion)

Student Name: _____ Student ID: _____

Student Email: _____

Mailing Address: _____

Registration must be complete before refunds will be processed. Waitlisted courses are not billed to accounts. If you have waitlisted courses your registration is not complete for that time period (i.e. Fall Semester vs. Full Academic Year).

Please mark the appropriate response to each of these statements:

I am requesting a refund of the amount paid:

- Over the total of my fees for the fall semester only (September to December balance).
- Over the total of my fees for the academic year (September to April balance).

I have completed my registration for the:

- Fall Semester.
- Full Academic Year (Fall and Winter Semesters).

I am requesting a refund on my student account due to:

- Overpayment
- Duplicated Payment
- Course Withdrawal
- Other

I am receiving OSAP funding for this academic year.*

- Yes
- No

*** For students receiving OSAP funding: As per your signed OSAP declaration, any refund of fees must be reviewed to determine if the funds must be directed back to the National Student Loan Service Centre, regardless of the source of the payment(s).**

I would like to have my cheque:

- Available for pick-up in the Finance Office on the scheduled date.
- Mailed to the address provided above on the scheduled date.