

# Student Refund Request

Log into the Student Information System (SIS)

The screenshot shows the SIS main menu with the following items:

- Self Service (highlighted)
- My Personalizations
- Tutoring Services
- Social Insurance Number
- MIC Testing
- Convocation
- Lockers
- Scholarships
- Student Athletic
- Class Search / Browse Catalog
- Enrollment
- Campus Finances (highlighted)
- Campus Personal Information
- Academic Records
- Transfer Credit
- Student Center

Callout 1: Click on Self Service

Callout 2: Click on Campus Finances

Callout 3: Click on Request a Refund

The 'Request a Refund' option is highlighted in the 'Campus Finances' sub-menu.

Additional visible text in the background includes: "ELECTIVE through SIS? Please use the follo", "ce>Enrollment>Enrollment: Swap Classes", "T2202 Tuition Tax Receipt", "View Student Bill", "Make a Payment", "View My Refund Requests", "Opt Out of Fees", "View Financial Aid", "OSAP Net Cost Overview", "es > T2202 Tuition Tax", and "with Canada Revenue Agency (CRA). When the T2202 student tax data was processed, a 'snapsl your SIN was used. If at that time, it was Blank (999-999-999), that is what be shown on your T2202 even if a proper SIN has now been given to us, as Student Identification data must match what was filed with CRA and cannot updated. anv future T2202's would reflect the updated SIN."

# Student Refund Request

Request a Refund

Student ID: 0 [REDACTED] [REDACTED]  
Your current account balance: \$-[REDACTED]

Your relevant information will be displayed

Please verify that your addresses on file are correct 1 of 1

Address Type	Effective Date	Address Line 1	Address Line 2	State / Province	Postal Code	Country
HOME	01/01/1901	[REDACTED]		ON	[REDACTED]	CAN

**Mailing Address**

My addresses on file are correct [Click this link to update your address -->](#) [Go to Update Addresses](#)

\*Which address do you want your refund mailed to: HOME

**Request a Refund**

Refund Status: R Requested Request DateTime: 04/17/2020 12:59PM  
Your Refund Amount: \$-[REDACTED]  
 Submit Refund Request Submitted by: Submitted Date Time:  
Your refund, if approved, will be issued by cheque and mailed. We will endeavor to process the refund in a timely manner, however, our processing times may vary.

Request a Refund

Student ID: 0 [REDACTED] [REDACTED]  
Your current account balance

4 Check your address

5 If you need to update your address, click this link

Please verify that your addresses on file are correct 1 of 1

Address Type	Effective Date	Address Line 1	Address Line 2	Postal Code	Country
HOME	01/01/1901	[REDACTED]		[REDACTED]	CAN

**Mailing Address**

My addresses on file are correct [Click this link to update your address -->](#) [Go to Update Addresses](#)

\*Which address do you want your refund mailed to: HOME

6 Click this box when your address is correct

7 Choose the address to use for mailing your refund cheque

**Request a Refund**

Refund Status: R Requested Request DateTime: 04/17/2020 12:59PM  
Your Refund Amount: \$-[REDACTED]  
 Submit Refund Request Submitted by: Submitted Date Time:  
Your refund, if approved, will be issued by cheque and mailed. We will endeavor to process the refund in a timely manner, however, our processing times may vary.

8 Click the Submit Refund Request box

9 Click Save  
You have now requested a refund

# Student Refund Request

To Review your Refund Requests

1 Click On Self Service

2 Click on Campus Finances

3 Click on View My Refund Requests

The screenshot shows a web application interface with a 'Main Menu' dropdown. The 'Self Service' option is highlighted, leading to a list of categories including 'Campus Finances'. Within 'Campus Finances', 'View My Refund Requests' is selected, opening a sub-menu with various options.

View Refund Request

Student ID: [REDACTED]

My Refund Requests											
Request DateTime	Refund Status	Refund Amount	Current Account Balance	Comments	My addresses are correct	Mailing Address	Submit Refund	Submitted By	Submitted Date / Time	Approved Date / Time	Refunded Date / Time
04/17/2020 1:45PM	Requested	\$-[REDACTED]	\$-[REDACTED]		<input checked="" type="checkbox"/>	HOME	<input checked="" type="checkbox"/>	W0[REDACTED]	04/17/20 1:46:46PM		

This is your current balance

The Approved Date indicates when your request has been approved

The Refund Date indicates when the cheque was mailed

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