

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", "es > T2202 Tuition Tax", and "with Canada Revenue Agency (CRA). When the T2202 student tax data was processed, a 'snaps' 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 Date/Time: 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 [REDACTED]

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	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

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 Date/Time: 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

View Refund Request

Student ID: 0238069 William Storey

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	\$-	\$-		<input checked="" type="checkbox"/>	HOME	<input checked="" type="checkbox"/>	W0	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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