



Refund Homestay Security Deposit

for Continuing and Returning Students

All fields must be completed (typed not handwritten) for your refund to be processed.

Date (MM/DD/YY) _____

Student's Name: _____ TRU Student #: _____

Student's personal email: _____

Student's Phone Number: _____ Program: _____

Reason for Request

I have graduated and completed my studies at TRU (Return of remaining credit on student account will be processed once graduation is confirmed – administrative fee will not apply)

I wish to apply for a return of funds from my student account.

Account Balance: _____

Security Deposit 420 CAD

Amount of Refund: _____

- All refunds will be forwarded to PayMyTuition for processing. You will receive an email from them to confirm how you want your refund payment processed.
- Refunds will take 4 to 6 weeks to process.

Signature of student:

*If you have any questions about your homestay security deposit refund, please e-mail:
homestay@tru.ca and include your TRU student number, thank you!*



Thompson Rivers University has partnered with PayMyTuition to process international student refunds. The steps below outline our international refund process and provide timelines of when you can expect your refund to be deposited to your bank account.

1

INITIATE REFUND

Upon approval of your refund from Thompson Rivers University you will receive an email from studentrefunds@paymytuition.com. Please keep an eye out for this email which will provide you further instructions on how to complete your refund process.

2

ENTER BENEFICIARY DETAILS

Complete the online refund beneficiary instruction form which includes currency, banking and beneficiary instructions.

3

COMPLIANCE VERIFICATION

On receipt of your completed beneficiary instructions, PayMyTuition will verify your request for accuracy and will complete various fraud and compliance checks to comply with various anti-money laundering and compliance laws.

4

PAYMENT CONFIRMATION

PayMyTuition will send you a confirmation email once your beneficiary information has been verified and approved. You will receive a PDF summary that is password protected. This PDF can be accessed by entering the bank account number that you entered on your beneficiary instruction form (step 2 above).

5

REFUND INITIATED

Once refunds have been processed you will receive a notification that your refund has been settled. Please allow 3-5 business days for the payment to be deposited to your account.

