



# Student Housing and Hospitality Services

## REFUND REQUEST

If you are eligible for a refund, please supply your credit card information to Student Housing and Hospitality Services as instructed below. Credit card refunds may take between two to three weeks to process after your departure.

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Name of contract holder or applicant	UBC ID	Room number	Building
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I have reviewed and understand the cancellation/termination fee as stated in the cancellation/termination fee policies of my **Residence Contract** or **Residential Agreement**.

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Signature	Date
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I am requesting a refund for:

Housing Fees      Meal Plan Fees      Flex Only      Other \_\_\_\_\_

Please provide your credit card details at the bottom of this page (note: we cannot refund to a Debit Visa).

Select this box if you did not pay by credit card (the Housing Office may contact you for further details.)

<b>UBC Okanagan Campus</b>	By phone 250-807-8050
	By fax 250-807-9157
	In person or by mail at the Student Housing and Hospitality Services front desk in the Nicola residence, 1290 International Mews, Kelowna, BC V1V 1V8

**Please do not e-mail your credit card information to our office.**

**Please credit the following credit card account:**

Name of cardholder  _____	<input type="checkbox"/> Visa <input type="checkbox"/> MC <b>ONLY</b>	Card number  _____	Expiry date  ____/____ <b>MM/YY</b>
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