



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.

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**.

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.)

UBC Okanagan Campus	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 ONLY	Card number _____	Expiry date ____/____ MM/YY
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