

# Refund or Program Deferral Request Form (New international students)



Please refer to the CMTN Procedures for [payment and refund policy](#).

All fields below must be filled in (**typed not hand-written**) for your refund or deferral to be processed.

## Student Information

<b>CMTN Student Number:</b>	
<b>Legal First Name:</b>	
<b>Legal Last Name (Family Name):</b>	
<b>Date of birth (YYYY/MM/DD):</b>	
<b>Personal email:</b> <i>Note: Email that you check regularly</i>	

## Program of Study *refer to your official letter of acceptance*

<b>Accepted program name:</b> <i>Example: Applied Coastal Ecology Diploma Program</i>	
<b>Accepted intake:</b> <i>Ex. January 2023, May 2023</i>	

## Important notes for CMTN refund and deferral:

1. All new international students who received a copy of their official letter of acceptance are expected to begin their studies at CMTN in the program of study and semester stated in the official letter of acceptance.
2. New students withdrawing from the program due to study permit denial from IRCC are eligible for a full refund of program and general fees less an [administration fee, application fee](#) and fees collected on behalf of third parties (Health and Dental Insurance plans). To request a refund, students must complete and submit this form and provide a copy of the official letter issued by IRCC denying a study permit prior to the program start date.
3. CMTN reserves the right to contact IRCC to verify the status of a visa and/or study permit application and/or to verify the contents of a refusal letter.

**Refund or Program Deferral  
Request Form  
(New international students)**



**Request: (Check  one of the options)**

I have received an official letter of acceptance from CMTN. I would like to request:

- A fee refund because my study permit application to study in Canada has been denied by IRCC (Immigration, Refugees and Citizenship Canada).
  - I am aware that CMTN will retain an administration fee and the application fee
  - I have attached the official letter issued by IRCC denying my study permit
  
- A fee refund because my plans have changed (not because of study permit denial) and I am unable to attend CMTN.
  - I am aware that part of my program fee is non-refundable, and I will not be able to receive the full refund of the program fee paid.
  
- To defer to the next available intake of my accepted program due to *please specify reason of deferral such as "study permit denial" or "unable to travel due to travel restrictions in my home country"*
  - I am aware I can only defer up to three (3) academic terms or one (1) calendar year.
  - I am aware not all programs are available for all intakes and CMTN reserves the rights to offer the available intakes.
  
- To defer my admission to the \_\_\_\_\_ semester (*specify your preferred intake*) due to *please specify reason of deferral such as "current travel restrictions in my home country"*.
  - I understand not all programs are available in each intake, and that CMTN reserves the right to offer the program intake(s) that are available.
  - I am aware I can only defer up to three (3) academic terms or one (1) calendar year.
  
- Other (*please specify reason*):  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration of Applicant:**

I certify and agree to the following: • All statements on this application and supporting documents are true and complete. • I authorize CMTN to verify any information provided as part of this application. • I understand that evidence of falsified documents or misrepresentation will result in the cancellation of my admission or registration. • I understand and acknowledge that it is my responsibility to be aware of, and comply with, all CMTN procedures. • I understand that CMTN reserves the right to request original or additional documentation for this application at any time. • I understand admission is subject to assessment of qualifications and availability of seats. • Admission to the College does not guarantee the availability of any individual course.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date Signed: YYYY/MM/DD

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### Steps to submit a refund and deferral request

#### To submit a refund request:

1. Complete the refund or deferral request form (available on CMTN website)
2. Email it to [admissions@coastmountaincollege.ca](mailto:admissions@coastmountaincollege.ca) and include in the email subject line: "Refund request" **along with your accepted program name and your student number**  
*For example: Refund Request: ACE Diploma, May 2022, 70123*

*\*If you are required to submit the official letter of your study permit refusal for refund, please attach in the same email.*

- All refunds will be forwarded to *PayMyTuition* for processing. You will receive an email from *PayMyTuition* to confirm how you want your refund payment processed.
- Refunds will take up to 4 to 6 weeks to process. Once this is sent to *PayMyTuition* it will take an additional 3 to 5 days to be deposited to your account.

#### To submit a deferral request:

Students that wish to defer the start of their first term of study to a future term may only defer up to three (3) academic terms or the equivalent of one (1) calendar year.

1. Complete the refund or deferral form (available on CMTN website)
2. Email it to [admissions@coastmountaincollege.ca](mailto:admissions@coastmountaincollege.ca) and include in the email subject line: "Deferral request" **along with your accepted program name and your student number**  
*For example: Deferral Request: ACE Diploma, May 2022, 70123*
3. You must notify CMTN in writing prior to the course change/course withdrawal deadline to avoid a deposit forfeit. Once the deferral has expired, a student will need to reapply if they wish to study at CMTN.
4. The deferral must be requested in writing prior to the start of the term via the email [admissions@coastmountaincollege.ca](mailto:admissions@coastmountaincollege.ca)