



# International University of Leadership

## Student refund Request Form

(Please send this form to Business Office)

Processing of the refund will only begin after all required information is provided. The refund will take 3-4 weeks from the date of this request form is received. **Please Note:** Additional restrictions may apply, additional documents may be required upon the approval of refund. Please review the refund policy on our website at <http://us.iulf.education> or the bottom of Registration Form, or contact Business Office.

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### 1. Student Information:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Last registered term: \_\_\_\_\_ Tuition paid: \_\_\_\_\_ \$ (in full, partially)

### 2. Reason for requesting refund (select one, explain briefly, get signature from accordance personnel):

- Withdraw from school
- Add/Drop course(s) or course(s) be cancelled (need signature of CAO)
- Others (explain briefly): \_\_\_\_\_

### 3. The way you want to get your refund:

- credit card (we only refund to the original charged credit card)  
Last 4 digits of credit card: \_\_\_\_\_ Expiration date: \_\_\_\_\_
- check (please provide payee name and address to which the check will mail to if you cannot come to pick up)  
Payee (if other than student) & Mailing address: \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### Refund Acceptance and Receipt:

Above reason for requesting refund is true, the amount of \_\_\_\_\_ \$ is refunded to student.

Signature of Business Office: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

(signature of Executive Officer) Date: \_\_\_\_\_

Refund processed by: \_\_\_\_\_

On date: \_\_\_\_\_ amount \$ \_\_\_\_\_

By check # \_\_\_\_\_

check date. \_\_\_\_\_

By credit card: \_\_\_\_\_

(last 4 digits and exp. date) \_\_\_\_\_

Other: \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_