



Dear Parents,

Please follow these instructions to ensure that your refund request can be processed as soon as possible.

Do NOT miss a step

1. Fill in all *Required fields

2. The Beneficiary **MUST** be the same person who paid the fees. If you are not sure, please check with your Representative.
3. You must **SAVE** the document before you submit it.
4. Please ensure that your bank can accept Canadian funds

If you miss any steps, it may delay the refund

Refunds may take 3-4 weeks after the complete document is received by the school district.

Please note: if there are complications at the bank level, we will do our best to resolve these as soon as possible.

