Undergraduate tuition refund request

To request a tuition refund, submit this form from the preferred email address listed in your profile in Online Tools to ugrefundrequests@uvic.ca. UVic will **only** contact you about this request at your preferred email address.

Before submitting a request, you should review the Undergraduate Tuition Refunds webpage to ensure that your request is within the time limit and includes sufficient supporting documentation.

Student information

Student name: _____

Student number: V0_____

Academic term

State the academic term for which you are requesting a tuition refund (e.g., Fall 2026). If you're requesting refunds for courses in different academic terms, include one form for each term.

Academic term: _____

Course requests

List up to six courses in your request, including the course code and lecture section. For example:

Course: ATWP 135 **Lecture section**: A01

Incomplete or inaccurate course information may delay your request.

1. **Course**: _____ **Lecture section**: _____
2. **Course**: _____ **Lecture section**: _____
3. **Course**: _____ **Lecture section**: _____
4. **Course**: _____ **Lecture section**: _____
5. **Course**: _____ **Lecture section**: _____
6. **Course**: _____ **Lecture section**: _____

Reasons for your request (select all that apply)

☐ **Unexpected and/or unavoidable circumstances**, including (but not limited to): illness, trauma or bereavement; personal or family affliction, including responsibility to care for a family member; Indigenous cultural or community obligations.

☐ **Conflicting responsibilities**, including (but not limited to): service in the armed forces or emergency services; representing the university, the province or the country by participating in an academic event, an athletic competition or an artistic performance.

☐ **Incorrect advice or errors of administration by authorized University personnel**, with evidence that your ability to make timely decisions about your registration was adversely affected.

Supporting documentation

Your request must include supporting documentation that demonstrates the impact of the situation on your studies within the specific academic term in which the courses were dropped.

Do **not** share documents that don't belong to you or images that are graphic in nature.

Justification

The information and supporting documentation you provide will only be reviewed by UVic staff and committee members who are directly involved in evaluating and processing your request. This information will be treated confidentially and will become part of your student record. We recognize that some circumstances may be personal or sensitive. Please share only the information that you feel is necessary to explain your request.

Checklist

Before submitting your request, make sure you complete all of the following tasks:

- ☐ Confirm that the courses included in your request have been dropped, approved for a Withdrawal under Extenuating Circumstances or approved for a Backdated drop.
- ☐ Provide all of the required information for the courses included in this request.
- ☐ Confirm that your preferred email address is up to date in your profile in Online Tools.
- ☐ Attach supporting documentation that meets the requirements of the Committee.
- ☐ Review your justification to ensure that you only provide information you are comfortable sharing with the Undergraduate Tuition Refund Committee and staff in the Office of the Registrar and Enrolment Management.

Consent and confidentiality

By submitting this request, you confirm that you have accurately represented your circumstances. This information is collected under s. 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns about how your personal information is handled please contact ugrefundrequests@uvic.ca.