

IMPORTANT INFORMATION — please read:

- Refunds are **not** processed in September and January
- Requests are processed in the order received; please allow approximately four weeks.
- Where original payment method was Mastercard, Canada Student Loans, or sponsoring agency, refund will be paid to that entity. Otherwise, refund cheques are mailed to your preferred address in PAWS.
- **Before submitting a request, please log in to PAWS and confirm that the address listed is current, or update it if necessary.**
- If you are a graduate student who has completed the requirements of your program, we cannot issue a refund of prorated tuition before Registrarial Services has adjusted your tuition. This is done monthly, and will be reflected on your account once completed. Please email grad.fees@usask.ca if you have questions about this process.
- Email completed form to student_accounts@usask.ca

Personal information

USask Student Number 	Date of Request (DD/MM/YYYY)	NSID
Student Surname	Student First Name	
Reason for request		

STUDENT FINANCE AND AWARDS PROCESSING

Date: _____

Processed by: _____

Refund amount: \$ _____

Student Finance and Awards