



Student Housing and Hospitality Services

Instructions for Credit Card Refund

If you are eligible for a refund, please supply your credit card information to Student Housing and Hospitality Services as instructed below. Credit card refunds may take between two to three weeks to process after your departure.

Name of contract holder or applicant	UBC ID	Room number	Building
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I have reviewed and understand the cancellation/termination fee as stated in the cancellation/termination fee policies of my **Residence Contract** or **Residential Agreement**.

Signature	Date
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UBC Vancouver Campus	By phone 604-822-2811
	By fax 604-822-6935
	In person or by mail to Student Housing and Hospitality Services, 2205 Lower Mall, Building 6, Vancouver, BC V6T 1Z4
Please do not e-mail your credit card information to our office.	

UBC Okanagan Campus	By phone 250-807-8050
	By fax 250-807-9157
	In person or by mail at the Student Housing and Hospitality Services front desk in the Nicola residence, 1290 International Mews, Kelowna, BC V1V 1V8
Please do not e-mail your credit card information to our office.	

Please credit the following credit card account:

Name of cardholder	<input type="checkbox"/> Visa <input type="checkbox"/> MC ONLY	Card number	Expiry date
_____		_____	____/____ MM/YY