



Credit Card Refund Form

If you are eligible for a refund, please supply your credit card information to Student Housing and Community 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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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

How to submit:

UBC Vancouver Campus	By phone: Winter Session Residence 604 822 2811 or Year Round Residence 604 822 2812
	By fax: 604 822 6935
	In person or by mail to Student Housing and Community 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 Community 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.	