How to complete the Request for Refund or Refund Appeal Form

- Print clearly in pen, using block letters.
- Enter all dates numerically (4 numbers for year, 2 numbers each for month and day).
- Check appropriate box to indicate whether this is an initial request for refund or a refund appeal.
- Once completed, return the form to the UHIP®-UPA.

Please PRINT clearly in pen, using block letters.

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Check appropriate box to indicate whether this is an initial request for refund or a refund appeal.

Once completed, return the form to the UHIP®-UPA.

Section 1: Member details
a) University name
b) Your UHIP® member identification number
c) Your full name: last, first, and middle.
d) Date of birth
- Your gender
- Your email address

d) Complete Canadian address, including postal code, and telephone number (or the International Student Advisor or the university Human Resources Department).

Section 2: Reason for the request for refund/refund appeal
a) Select the reason you are requesting the refund or appeal (check only one)
b) You must sign and date this section for your application to be processed

d) For administrative use only