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:

1. Member details (to be completed by member)
   - University name
   - Member ID #
   - Member’s last name
   - First name
   - Date of birth (dd-mm-yyyy)
   - Gender
   - E-mail address
   - Canadian address (street number and name) Apartment or suite
   - City
   - Province
   - Postal code
   - Telephone number

2. Reasons for the request for refund/refund appeal
   - Please tick the box that identifies the reason for your refund request:
     - Voluntary withdrawal from academic program (provide proof of withdrawal from university showing withdrawal date)
     - Withdrawal at the request of the university (provide proof of withdrawal form university showing withdrawal date)
     - Completion of academic program: indicate completion date (dd-mm-yyyy)
     - Eligible for UHIP (provide proof of coverage showing effective date)
     - UHIP® exemption granted by UHIP® insurer (provide copy of exemption approval letter)
     - Applying for dependants who have left Canada: indicate the date left Canada (dd-mm-yyyy)
     - Other, Please describe

   Please return your completed form to your university UHIP® Plan Administrator.

3. To be completed by University UHIP® Plan Administrator
   - Refund requested for:
     - Member
     - Member and dependant(s)
     - Dependant(s) only
   - Effective date of coverage (dd-mm-yyyy)
   - Expiry date of coverage (dd-mm-yyyy)
   - Premium paid to date by member
   - Coverage to be terminated as of (dd-mm-yyyy)

   Form not valid unless stamped

INQUIRIES
- Telephone number: 1-877-250-8447
- Fax number: 416-595-9528
- E-mail: UHIP@sunlife.com

Sun Life Assurance Company of Canada is a member of the Sun Life Financial group of companies.