

## SIR WILFRID LAURIER SCHOOL BOARD

### PAYMENT INSTRUCTIONS

#### PAYMENTS MADE FROM OUTSIDE OF CANADA

##### FLYWIRE

1. Copy-paste the following link on your browser <http://swlauriersb.flywire.com/>
2. Select the issuing country and indicate the amount to be paid in Canadian dollars.
3. Select your preferred payment method.
4. Enter your information including your full name, email, address and telephone.
5. Indicate your program of choice and enter your ID/CUSTOMER # and INVOICE # which you will find on your invoice.
6. Process your transaction and print your receipt for your records.
7. Use the Flywire receipt to submit along with your applications for the CAQ and the Study Permit.

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#### PAYMENTS MADE FROM WITHIN CANADA

\*Please note that even if you are in Canada, your parents/agent could still make your payment from your country abroad.

To make payments through a Canadian DEBIT CARD OR CREDIT CARD (VISA/MASTERCARD), please call us at 450-621-5600 ext.1214 or email us at [isp@swlauriersb.qc.ca](mailto:isp@swlauriersb.qc.ca) the following information:

- Name of the student, ID#, and program
- Expiration date
- Card number
- 3 –digit code on the back of the card

Kindly note that we do not accept “debit visa” cards



To make payments by BANK DRAFT OR CERTIFIED CHEQUE, kindly use **SIR WILFRID LAURIER SCHOOL BOARD** as the beneficiary.

Please bring it or mail it to 235 Montée Lesage, Rosemère, QC, Canada, J7A 4Y6 to the attention of: Sabrina Baldassarre – International Student Program, School Organization Department.

**NOTE:** Make sure to include the name of the student, student ID #, and program on the draft as a reference.

## REFUND INSTRUCTIONS

A **FULL refund** minus the \$150 CAD application fee will be granted in the event that a visa application filed prior to the appropriate deadlines mentioned in this agreement, is refused by the Canadian or Quebec Government. (A copy of the refusal letter must be included)

A **FULL refund** minus the \$150 CAD application fee and minus a \$1,000 CAD administration fee will be granted if the student withdraws prior to the start of the program.

Students who **withdraw less than 1 month** before the start of their program will be refunded 50% of their first tuition fee payment as required by our payment structure. Any fees that are not due on the date of the withdrawal will be cancelled and refunded if paid in advance.

1. **NO REFUND** will be granted if:
  - a. A student withdraws from the program at any given time
  - b. The behavior of a student necessitates their removal from the program
2. The client hereby waives any and all rights to unilaterally resiliate this contract including, without limiting the generality of the foregoing, any such unilateral resiliation rights arising out of Article 2125 of the Civil Code of Quebec.

**Please note that the following are non-refundable in all cases:**

- \$150 CAD Application Fee
- \$200 CAD Deferral Fee

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All requests for refunds must be made in writing and sent to the Sir Wilfrid Laurier School Board International Student Program office at [isprefunds@swlauriersb.qc.ca](mailto:isprefunds@swlauriersb.qc.ca). Kindly use the information below to submit a request.

### CHEQUE/DIRECT DEPOSIT REFUND

- Student name, program, and client #
- Beneficiary's name (if other than the student, please indicate relationship)
- Beneficiary's address
- Account number
- Transit number
- Institution number
- Refusal letter from Immigration (if applicable) or brief explanation on the reason for the refund request

### WIRE TRANSFER REFUND

- Student name, program, and client #
- Beneficiary's name (if other than the student, please indicate relationship)
- Beneficiary's address
- Bank's name
- Bank's address
- Account number
- Transit number (if available)
- SWIFT code
- Refusal letter from Immigration (if applicable) or brief explanation on the reason for the refund request

Please note that our refund policies will be applied and a \$35 banking fee will be deducted for wire transfer refunds under \$15,000 CAD and a \$55 banking fee will be deducted for wire transfer refunds over \$15,000 CAD. Kindly allow 4-6 weeks for processing. We will notify you if additional information is required.