

INTERNATIONAL REFUNDS THROUGH PAYMYTUITION

Emily Carr University of Art and Design has partnered with PayMyTuition to process international student refunds. The steps below outline our international refund process and provide timelines of when you can expect your refund to be deposited to your bank account.

1

INITIATE REFUND

Upon approval of your refund from **Emily Carr University of Art and Design** you will receive an email from studentrefunds@paymytuition.com. Please keep an eye out for this email which will provide you further instructions on how to complete your refund process.

2

ENTER BENEFICIARY DETAILS

Complete the online refund beneficiary instruction form which includes currency, banking and beneficiary instructions.

3

COMPLIANCE VERIFICATION

On receipt of your completed beneficiary instructions, **PayMyTuition** will verify your request for accuracy and will complete various fraud and compliance checks to comply with various anti-money laundering and compliance laws.

4

PAYMENT CONFIRMATION

PayMyTuition will send you a confirmation email once your beneficiary information has been verified and approved. You will receive a PDF summary that is password protected. This PDF can be accessed by entering the bank account number that you entered on your beneficiary instruction form (step 2 above).

5

REFUND INITIATED

Once refunds have been processed you will receive a notification that your refund has been settled. Please allow 3-5 business days for the payment to be deposited to your account.

**Paymytuition**
POWERED BY MTFX

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