

MATERIAL FEE REFUND FORM



5163 Duke Street
Halifax, Nova Scotia, Canada B3J 3J6
902 444 9600 TEL, www.nscad.ca

When dropping a course that has a Material Fee*, this form must be approved by your instructor and submitted to the Finance Office BEFORE the last day of the current term of course enrolment. Refunds will only be given if materials were not received by the student or if the student returned all material issued.

- 1) No refund will be given after the first day of the semester in which the material fee was paid WITHOUT the instructor's signature on this form.
 - 2) For requests submitted AFTER the last day of the semester in which the fee was charged, a refund of 50% will be given with the instructor's signature on the Material Fee Refund Form.
 - 3) There will be no refunds after one year following the last day of the current semester of enrolment
- *****RETURN THIS COMPLETED AND APPROVED FORM TO THE FINANCE OFFICE, 4TH FLOOR, DUKE ST. CAMPUS

STUDENT NAME (PRINT)

STUDENT ID # SEMESTER (CIRCLE ONE) F W S YEAR ____

COURSE CODE AND COURSE NAME
SEMESTER

INSTRUCTOR NAME (PRINT)

STUDENT DID NOT RECEIVE ANY MATERIAL

STUDENT RETURNED ALL ISSUED MATERIAL

INSTRUCTOR SIGNATURE

DIVISION CHAIR SIGNATURE (FOR AMOUNTS OVER \$100.00)

AMOUNT TO BE REFUNDED: (PLEASE WRITE THIS AMOUNT OUT AS IN ONE HUNDRED DOLLARS, DO NOT WRITE \$100.00,)

APPROXIMATE VALUE

DATE

*All individual Material Course fees are listed on the NSCAD Semester Timetables