Refund Request Form

If you have an actual credit on your student account, please complete the following information to request a refund from your student account. Please do not submit this form if you have a pending credit on your student account. Refunds are only processed for actual credits.

Student Name: __________________________________________________________

Student ID#: __________________________________________________________

Amount Request: $_________________ or Full Amount of Credit

Payable to: Student or Third Party

If Third Party, complete the following:

Payee: ________________________________________________________________

Payee Address: _________________________________________________________

______________________________________________________________

Please Note – Federal PLUS Loans will be refunded according to the instructions given by the parent borrower on the Federal PLUS Loan Authorization Form.

Student Signature (required) Date

Office Use Only:

Approved _____yes _____no Date Approved ____________

Approved by __________________ Notes: ________________________________