



## REFUND REQUEST

### PLEASE READ CAREFULLY

Inadequate or inaccurate information may cause a delay in your refund. In most cases *refunds are processed in TWO to FOUR weeks*. If Financial Aid is involved, reimbursement will be made shortly after ALL Financial Aid is received from its source, and is accurate. All refunds are mailed. Please ensure that the refund is to be mailed to the address that appears on the computer system within Enrollment Services.

### PLEASE PRINT THE FOLLOWING INFORMATION:

Summer 20\_\_

NAME: \_\_\_\_\_  
20\_\_

Fall

SOCIAL SECURITY # : \_\_\_\_\_  
Spring 20\_\_

E-MAIL ADDRESS: \_\_\_\_\_



OVERPAYMENT: (please explain)

\_\_\_\_\_  
(AMS Contracts must be complete and paid in full.)

FINANCIAL AID:(Below lists all Refundable financial aid, please check all aid that applies.)

- |   |  |
|---|--|
| <input type="checkbox"/> Federal Loans        | <input type="checkbox"/> Pell Grant                          |
| <input type="checkbox"/> Perkins              |  |
| <input type="checkbox"/> Sallie Mae Sig. Loan | <input type="checkbox"/> Work Grant <input type="checkbox"/> |
| <input type="checkbox"/> Other                |  |
| <input type="checkbox"/> Plus Loan            | <input type="checkbox"/> Outside Scholarships _____          |

DROPPED or CANCELLED COURSE: (indicate catalog #) \_\_\_\_\_

TOTAL WITHDRAWAL FROM THE UNIVERSITY. (Withdrawal is effective ONLY when official forms are filed with Enrollment Services.) Failure to attend class DOES NOT constitute a withdrawal. It is your responsibility to complete the transaction of a withdrawal. When filing for your refund check, be sure to attach a copy of your withdrawal forms or your Honorable Dismissal. If the withdrawal is for medical reasons, a doctors

certification stating the date in which the student was no longer able to attend school must be submitted to Enrollment Services in order to process the refund.

Withdrawal from Housing and Residence Life.

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**ALL REFUNDS ARE MAILED**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**REFUND PROCEDURES**

1. Please complete the form accurately and in full. Incomplete information can delay your refund. Incomplete forms will be considered **ONLY** after more complete forms are processed.
2. Refunds will not be generated until the credit balance actually exists. Credits from Financial Aid can appear on the bill as estimated, but cannot be refunded until funds are received from their source.
3. Accurately list dropped or cancelled courses. Courses (including those cancelled) must be officially dropped in Enrollment Services or on-line **BEFORE** a refund can be considered.
4. Refunds for dropped or cancelled courses will be made **ONLY** after payments made by check clear the bank (minimum of **2 weeks** for the school to be notified, because returned checks are redeposited by the bank.)

5. **ALL REFUNDS WILL BE MAILED** to the address maintained by Enrollment Services. Address changes can **ONLY** be made through Enrollment Services.
  
6. Remember that all credit balance refunds are subject to a final audit. Any Adjustments will be posted to your account.