

**REFUND REQUEST**

**PLEASE READ CAREFULLY**

In most cases *refunds are processed in 2 to 4 weeks*. If Financial Aid is involved, reimbursement will be made shortly after ALL financial aid is received from its source. All refunds are mailed. The refund will be mailed to the address that appears on the computer system within Enrollment Services, please ensure this address is accurate.

**PLEASE PRINT THE FOLLOWING INFORMATION:**

NAME: _____	<input type="checkbox"/> Summer 20__
SHU ID : _____	<input type="checkbox"/> Fall 20__
E-MAIL ADDRESS: _____	<input type="checkbox"/> Spring 20__

**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"/> 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.**

**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.