

REFUND PROCEDURES

1. Please complete the form accurately and fully. Incomplete information can delay your refund. Incomplete forms will be considered **ONLY** after more complete forms are processed.
2. Refunds will not be made until the credit actually exists. Credits from Financial Aid appear on the bill but cannot be refunded until funds are received from their source.
3. Accurately list dropped or cancelled courses. Course (including those cancelled) must be officially dropped in Enrollment Services **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 the University Enrollment Services. If the address on your request does not agree with the address on your account, the request **WILL BE RETURNED**. Address changes can **ONLY** be made through Enrollment Services.