

REFUND REQUEST

Please complete the steps that pertain to you.

Processing of refunds from a student's account begins after the 10th day of fall and/or spring classes each academic year. Summer processing of refunds begins in late July. Your account must show a credit balance for a refund to be processed. Please remember that financial aid is not applied to your account until after the last day to drop classes for fall or spring semester. If all of your financial aid has not been applied to your account to create a credit balance, your refund will not be processed until a credit balance appears. At the beginning of each semester/term the processing time may take longer because of the volume of requests.

- ◆ **This Refund Request does not rescind the Title IV Federal Authorization form.**
- ◆ If original or last payment was made by bankcard the amount refunded ***will be*** credited back to the bankcard.
- ◆ All credit balances are made payable to the student unless the credit balance is created by a Parent Loan (PLUS).
- ◆ Refunds requested to be mailed will be sent to the permanent address.

(Student Section)

Student Name _____ Student ID#: _____

Refund Term: Summer Fall Spring

Do you have financial aid? Yes No

Do you have Veteran's benefits? Yes

Please refund to me: Credit Balance, or Amount Requested \$ _____

If my refund is created by a Parent (PLUS) Loan my proceeds will be issued per instructions from the Parent (PLUS Loan) Master Promissory Note unless otherwise directed (in writing) by the endorser of the PLUS Loan.

Refunds are issued through ACH (Direct Deposit)

- 1) ACH is a faster payment and eliminates the possibility of a lost/stolen check.
- 2) Reduces paper use by eliminating the need to print and mail a check in an envelope.
- 3) Supports PLU's commitment to practice and promote sustainability.

I have completed the ACH (Direct Deposit) authorization form:

- Yes
- No

- 1) You can obtain the form in the Student Services Center, **or**
- 2) Go to www.plu.edu/business-office
- 3) Go to *Documents & Forms* and click on *ACH Authorization for Direct Deposit for Students, Faculty and Staff*
- 4) Submit the ACH form by, email, US Mail, hand deliver to the Student Services Center, Business Office or Payroll Office (12013 Park Ave S) **or**
- 5) Fax to the Business Office at 253-536-5079 or Fax 253-536-5060 to the Payroll Office.

If you would rather we issue your refund via check, choose one of the following:

- Mail
- Pick up in Student Services Center

I certify that to the best of my knowledge the above information is correct. I understand that a detail of my charges and credits will be used to verify the amount of refund due to me. Any further charges to my account for this semester are to be paid at the time they are incurred.

Student Signature: _____ Date: ____/____/____

Local Phone Number: (____) - ____ - _____ Email: _____

It is your responsibility to keep yourself financially prepared until your refund can be processed.