

## REFUND REQUEST

Processing of refunds from a student's account begins after the 10<sup>th</sup> day of fall and/or spring classes each academic year. Summer processing of refunds begins in late June. 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.
- ◆ It is my responsibility to keep myself financially prepared until my refund can be processed.
- ◆ **Form can be faxed to 253-538-2545, mailed, hand delivered, or scanned to [ssvc@plu.edu](mailto:ssvc@plu.edu).**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
(PRINT)

Refund Semester/Term and year: \_\_\_\_\_

Do you have financial aid?  Yes  No

Do you have Veteran's benefits?  Yes

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

Issue my refund by: **(Choose only one)**

- Direct Deposit (ACH)** my refund into my bank account, which I have already set up.  
*You will receive a confirmation email when your refund is deposited.  
Once you have signed up for ACH, all of your refunds will be processed through ACH.*
- Mail** my refund to my permanent address
- Pick up** my refund in the 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. ***I also understand it is my responsibility to complete a Refund Request Form for each semester/term I am expecting a refund.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cell Phone Number: (\_\_\_\_) - \_\_\_\_\_

**PLEASE NOTE:** If the refund is created by a **Federal Parent PLUS Loan**, the proceeds will be issued per instructions indicated on the Parent PLUS Loan application. Changes can be submitted in writing on the [Parent PLUS Loan Title IV Proceeds form](#), found on the PLU Financial Aid webpage under Documents. Direct Deposit can be set up by the borrowing parent. See [PLU Student Services webpage on Refunds](#).