



REFUND REQUEST FORM

PLEASE READ CAREFULLY

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

PLEASE PRINT THE FOLLOWING INFORMATION:

___ Summer 20__

Name: _____

___ Fall 20__

SHU ID: _____

___ Spring 20__

SHU E-Mail: _____

Alternate E-Mail: _____

How would you like to receive your refund, please check one below:

___ Mail

___ Pick Up

___ **FINANCIAL AID overpayment includes the following:** (Federal loans, Sallie Mae Sig. loan, plus loans, Pell grant, outside scholarships and loans, Perkins and other aid associated.)

___ **DROPPED or CANCELLED COURSE**

___ **TOTAL WITHDRAWAL FROM THE UNIVERSITY.** (Withdrawal is effective ONLY when official forms are filed with the Registrar's Office.) Failure to attend classes 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 doctor certification stating the date in which the student was no longer able to attend school must be submitted to Student Services in order to process the refund

By signing this form, I authorize any Title IV Financial funds can be used to pay non institutional charges, now and in the future.

Signature: _____

Date: _____