

REFUND REQUEST

Please note that an overpayment from financial aid will be refunded through the financial aid refund process. This form does not need to be completed, if you receive financial aid. Refund processing time may take approximately two to three weeks. If you are not participating in Direct Deposit and wish to have your refund directly deposited into your account, you may enroll in Direct Deposit through eServices. New Direct Deposit Authorizations will be verified with your bank and this process may take approximately one week. Students receiving refunds in the interim may receive the refund as a mailed paper check.

Date of request _____ Year and semester refund occurred

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1 = Spring
2 = Summer
3 = Fall

Semester

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Year

Name (Check is made payable to the student)

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Last

First

MI

Student V Number

Mailing Address (Address where refund is to be mailed)

Name

Home or Cell

Street

Work Telephone

City

State

Zip

Important Information:

- In accordance with credit card regulations, the university will refund the credit card account with any credit balance that may result on a student's account as the outcome of a credit card payment. The remaining credit balance, if any, may be refunded to the student.
- In order to issue a refund to the address on this form, the student must have an active permanent mailing-address in the student system/eServices.
- Refunds generated from a check payment are held for a minimum of twenty-one days from the date the check payment was received.

Student's Signature

Date

Return completed form to: Student Accounting Department

1015 Floyd Ave., first floor
Box 843036 Richmond, VA 23284-3036
stuacctg@vcu.edu Email
(804) 828-2228 Telephone
(804) 828-5463 Fax



VCU

Strategic Enrollment Management
and Student Success

For Student Accounting use only

Date paid _____ Amount paid _____

Computations:

Amount of refund: \$ _____

Refund calculated by: _____