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, please complete a Direct Deposit Bank Authorization form and submit it with this Refund Request form.

Date of request _____ **Year and semester refund occurred**

1 = Spring
2 = Summer
3 = Fall

Semester   Year

Name (Check is made payable to the student)

_____

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
Student Financial Services
Student Accounting

For Student Accounting use only

Date paid _____ Amount paid _____

Computations:

Amount of refund: $ _____

Refund calculated by: _____