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 a	Year and semester refund occurred						
					Semester	Year		
Name (Check is made payable to the	e student)							
Last	First		MI	Studen	t V Number			
Mailing Address (Address where re	nuna is to be mailed)							
Name				Home or Cell				
Street				Work Telepho	ne			
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 P.O. Box 843036 Richmond, VA 23284-3036 (804) 828-2228 Telephone (804) 828-5463 Fax

For Student Accounting use only					
Date paid	Amount paid				
Computations:					
Amount of refund: \$					
Refund calculated by:_					

