

Georgetown Law - Office of Student Accounts

REFUND REQUEST - Academic Year 2008-2009

Fax: 202-662-4069

Student Eligibility

Students with a credit balance on their student account following the posting of their financial aid (if any) and their eligible loans sent to the University via Electronic Funds Transfer (EFT) or Paper Check.

Note: If your loan is going to be disbursed as paper check (please check with your lender), you must pick up the loan check(s) at the Office of Student Accounts beginning August 26th (Fall 2008); December 27th (Spring 2009), endorse it, and if necessary, complete a refund request form. Your refund request will be processed once you have a credit balance on your student account.

Eligible Loans

- Federal Stafford and Graduate PLUS, and Commercial loan (Access Group, Citibank, Total Higher Education, Sallie Mae, etc.)

Procedure

- File this form or fax to (202) 662-4069 at the Law Center Office of Student Accounts, Room 581.
- Refund can not be processed until you complete the Financial Aid entrance interview requirement.
- If you want to have your refund directly deposited to your bank account, you must complete the Direct Deposit Authorization Form (DDAF) and mail it (DO NOT FAX).

Summary

- My Federal Stafford Loan(s), Federal Graduate PLUS, and commercial loan (if applicable) funds must be received by the University via EFT or paper check and applied to my

student account in accordance with all federal and institutional regulations, including completion of the Financial Aid Entrance Interview if I am a first-time borrower at Georgetown Law. If there is a surplus on my account, a refund will be disbursed to me.

- Selecting "YES" on the **Authorization for Refund Processing** (see below), will permit any loan funds remaining after my tuition, Gewirz housing, and board plan charges have been paid, to be applied toward allowable institutional charges. These charges include: health insurance, library fines, course material, ID fees, emergency student loans, unpaid previous balance of less than \$100, etc.
- Selecting "NO" on the **Authorization for Refund Processing**, will permit my loan funds to apply only to tuition, Gewirz housing, and board plan charges. **I must pay the outstanding balance on my student account on or before July 25 (Fall 2008); January 2 (Spring 2009), the tuition due date. Otherwise a \$60 late payment fee and a 1.75% monthly service charge will be assessed on my student account.**
- I understand that if I am enrolling for the first time at Georgetown Law, I must complete the Financial Aid Entrance Interview prior to receiving my loan funds.
- After the funds apply to my student account, the Office of Student Accounts will process my Refund Request Form. My refund is expected to be made available on first day of class: September 2 (Fall 2008); January 5 (1st year J.D.) and January 12 (LL.M. and upper class) (Spring 2009).

AUTHORIZATION FOR REFUND PROCESSING: YES _____ NO _____

Are you accepting the medical insurance coverage offered by Georgetown? (Check one) Yes _____ No _____

Whether you are accepting or waiving the health insurance coverage, execute your option to accept or waive by September 15, 2008. Accepting or waiving the plan on-line through Student Access+ is recommended. For questions regarding student health insurance, please call 202-687-4883.

PREFERRED DISTRIBUTION IS DIRECT DEPOSIT TO YOUR BANK (AUTOMATIC REFUND). PLEASE COMPLETE AND SUBMIT THE DIRECT DEPOSIT AUTHORIZATION FORM (DDAF). You don't need to complete the DDAF if you have already completed it unless you have changed your bank or have a new bank account number.

Check one: _____ DIRECT DEPOSIT _____ U.S. MAIL _____ PICK UP AT MAIN CAMPUS

Name: _____

GoCard UID: _____

Billing or Local Address: _____

E-mail: _____

CITY STATE ZIP

Phone: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY:

\$ _____ REFUND AMOUNT _____ TERM _____ APPROVED/PROCESSED BY _____ DATE _____

REASON FOR REFUND:

____ CREDIT BALANCE _____ PENDING HEALTH INSURANCE WAIVER
____ ENDORSED F/AID LOAN CHECK \$ _____ OTHER
____ PENDING FINANCIAL AID