

Georgetown University Law Center - Office of Student Accounts

REQUEST FOR REFUND

Academic Year 2005-2006

Student Eligibility

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

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, 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 Subsidized and Unsubsidized Stafford Loans as well as commercial loans from:
 - Access Group
 - Total Higher Education

Procedure

- File this form (fax is acceptable) at the Law Center Office of Student Accounts
- If you want to have your refund directly deposited to your bank account, you must complete and submit the Direct Deposit Authorization Form (DDAF) to Office of Student Accounts. 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.

Summary

- My Federal Stafford Loan(s) and Law Access Loan or Total Higher Education Loan (if applicable) funds must be received by the University via EFT 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 GULC). 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, and Gewirz housing, 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, and Gewirz housing. **I must pay the outstanding balance on my student account on or before the tuition due date. Otherwise a \$60 late payment fee and a 1.75% monthly service charge will be assessed on my student account.**
- After the funds apply to my student account, and there is a surplus, the Office of Student Accounts will process my Refund Request Form. My refund is expected to be made available within 3-5 business days.

AUTHORIZATION FOR REFUND PROCESSING: YES _____ NO _____

(Please check one)

DISTRIBUTION TYPE: _____ DIRECT DEPOSIT (SEE 2ND PROCEDURE) _____ MAIL

Name: _____ GoCard UID: _____
(PRINT LAST/FIRST)

Address: _____

Signature _____

Date _____

FOR OFFICE USE ONLY:

ACCOUNT BALANCE: \$ _____ REFUND AMOUNT: \$ _____

RECEIVED BY: _____ DATE _____ PROCESSED BY: _____ DATE _____

REASON FOR REFUND:

- ___ CREDIT BALANCE
- ___ ENDORSED F/AID LOAN CHECK(S)
- ___ PENDING FINANCIAL AID
- ___ PENDING HEALTH INSURANCE WAIVER (MUST BE WAIVED BY 09/30/05)
- ___ OTHER

FAX: (202) 662-9647

For questions regarding Student Account (202) 662-9057; Financial Aid (202) 662-9210