E-REFUND RETURN ONLY
RETURN/REDUCTION FORM OF FINANCIAL AID

Students have the option to return all or a portion of their Federal loans back to the Department of Education. The request MUST be made within 14 calendar days from the date the “Loan Disbursement Notification” is emailed to students. The Loan Disbursement Notification notifies the student their disbursements of Federal Funds have been posted to their Student Tuition Account.

**Students can return/reduce funds in two ways.**

- **Has it been less than 14 days since the date of notification of your “Loan Disbursement Notification”?**
  - See Option A

- **Has it been more than 14 days since the date of notification of your “Loan Disbursement Notification”?**
  - See Option B

<table>
<thead>
<tr>
<th>Option A</th>
<th>Option B</th>
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<tbody>
<tr>
<td>You have been issues an E-Refund and are requesting to return some or all of your funds. Please include:</td>
<td>Your request is NOT within the stated guidelines of 14 calendar days, you will need to submit a personal or cashier’s check directly to the Department of Education. Go to <a href="http://www.nslds.ed.gov">www.nslds.ed.gov</a> to contact your servicer to make a payment.</td>
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<tr>
<td>• Personal Check</td>
<td></td>
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<tr>
<td>• Return Form</td>
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</tbody>
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Date of Loan Disbursement Notification Letter:  

Personal Check #:  

Amount of Personal Check?:  

Which Loan to be Reduced or Cancelled?  

Print Name: ___________________________  Sign: ___________________________
ID #: ___________________________  Date: ___________________________

For FA Office Use Only:

Return approved: YES  NO  
Return Approved by: ___________________________
Personal Check given to: ___________________________
Date Return to COD: ___________________________
Date Return to Business Office: ___________________________
Processed by Initials: ___________________________