

## **Request for Refund Advance 2017-2018**

The Office of Financial Aid processes advances for students enrolled in the following schools: Undergraduate Colleges, School of Graduate Studies, FPB School of Nursing, WSOM and the Mandel School of Applied Social Science.

Students enrolled in the Schools of Medicine, Dental Medicine, and Law apply for and receive their funds from the school of enrollment.

A student may qualify for a refund advance when the following conditions are met:

- a) The student must be registered as at least a half time student for the current semester;
- b) Undergraduate students must be full time;
- c) A financial aid award for the current semester must have been received and accepted by the student;
- d) Promissory notes for all loans must be completed and submitted;
- e) The student must have completed Federal loan entrance counseling on line; and
- f) The student's confirmed financial aid for the current term must exceed the direct charges for the term.

Advances will not be provided for unconfirmed assistance such as credit-based loans until approval from the lender has been received. The Office of Financial Aid reserves the right to limit the amount of funds advanced to a student.

Advances are added to the student's account as an additional charge. Late fees of 1.5% per month are assessed if the balance is not paid by the billing due date. Students are unable to register for subsequent semesters if they have outstanding balances with the Student Financial Services Office.

The processing of refund advances begins three days before the first day of the academic term. The Office of Financial Aid attempts to contact students by e-mail or telephone if an advance is not approved. Students should expect a 48-hour processing period for advance requests. Students may call the Office of Financial Aid within two days of submission of the advance request to determine whether it has been approved. Refunds and refund advances are deposited into the student's designated bank account if Direct Deposit has been established in the Student Information System (SIS). If not, checks are mailed to the student's local address.

# Request for Refund Advance 2017-2018

Available to students enrolled in the undergraduate colleges, FPB School of Nursing, School of Graduate Studies, Weatherhead School of Management and the Mandel School of Applied Social Science. All others consult with their professional school financial aid advisor. Funds are released at the start of the academic year and will not be issued for periods of non-enrollment or to students who do not receive financial aid.

Name \_\_\_\_\_ Phone # \_\_\_\_\_

SIS Student ID # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Street Address \_\_\_\_\_

Advance requested for: \_\_\_\_\_ Summer, 2017 \_\_\_\_\_ Fall, 2017 \_\_\_\_\_ Spring, 2018

Number of Credit Hours Enrolled for Current Term \_\_\_\_\_

Will you adjust your registration during Drop/Add? Yes / No \_\_\_\_\_ Add'l Hrs \_\_\_\_\_ Dropped Hrs  
We cannot process an advance for a student who is not registered for classes.

Amount Requested \$ \_\_\_\_\_

Direct Deposit is the preferred method of delivery, if established with the Student Financial Services. Otherwise, a check will be mailed to your current address in SIS.

Circle School of Enrollment: UGR NUR Grad Studies WSOM Mandel School

Explanation of need for the advance. Please include itemized listing of all expenses, i.e. books, rent, etc.

**NOTE: Refund Advances are added to the student's tuition account for the current semester and are to be repaid from outstanding financial aid funds (scholarships, grants, and loans) by the billing due date. A finance charge of 1.5% per month is assessed on the outstanding balance until payment is made in full. Students with outstanding balances will not be permitted to register for the subsequent semester.**

I have read and understand the terms and conditions of this loan and agree to have this loan repaid with my financial aid for the current semester.

\_\_\_\_\_  
Signature Date

Office use only:  
Amount Approved: \$ \_\_\_\_\_ Denied \_\_\_\_\_ Initials \_\_\_\_\_ Date Available \_\_\_\_\_