



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, you may enroll in Direct Deposit through eServices. New Direct Deposit Authorizations will be verified with your bank and this process may take approximately one week. Students receiving refunds in the interim may receive the refund as a mailed paper check.

Request Details:

Date of Request: _____

Semester: Fall

☐

Spring

☐

Summer

☐

Year: _____

Student Information:

Last Name: _____

First Name: _____

MI: _____

Student V# (9-digits): _____

Mailing address (Address where refund is to be mailed):

Name: _____

Street: _____

City: _____

State: _____

Zip: _____

Phone:

Home or mobile: _____

Work: _____

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 Signature: _____

Date: _____

Return completed form to:

Student Accounting Department 1015 Floyd Ave., first floor
Box 843036 Richmond, VA 23284-3036

stuacctg@vcu.edu

Phone: (804) 828-2228

Fax: (804) 828-5463

For Student Accounting use only

Date paid _____ Amount paid: \$ _____

Computations:

Amount of refund: \$ _____

Refund calculated by: _____

VCU Office of Student Financial Services

Grace E. Harris Hall 1015 Floyd Avenue, Suite 1100

P.O Box 843036

Richmond, VA 23284

[Website](https://sfs.vcu.edu): <https://sfs.vcu.edu>