STUDENT REFUND REQUEST
North Greenville University

Please be reminded that all semester charges must be paid, including student rental housing, before the refund is granted. Refunds will be applied to any outstanding Institutional Book Loan balance.

For questions concerning the progress of your refund call 977-7178.

Student: ____________________________  Student ID#: ____________________________

Choose one:

_____ Mail Refund

______________________________

_____ Pick up refund from the Business Office  Phone #: ____________________________

Choose one:

_____ Refund to Student Loan Corporation  Amount: ____________________________

_____ Refund to Student  Amount: ____________________________

Student Signature: ____________________________  Date: ____________________________

Business Office Approval: ____________________________  Date: ____________________________

Financial Aid Office Approval: ____________________________  Date: ____________________________

Notes: __________________________________________________________

Do not write below this line

Refund Request Checklist

<table>
<thead>
<tr>
<th>Process</th>
<th>Verified</th>
<th>Process</th>
<th>Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student requested</td>
<td>Check Book Loan</td>
<td>Financial Aid approval</td>
<td></td>
</tr>
<tr>
<td>14-day Rule applies</td>
<td>Financial Aid approval</td>
<td>Financial Aid approval</td>
<td></td>
</tr>
<tr>
<td>Print Billing (not pre-billing) Statement(s)</td>
<td>Verify name, ID#, and dollars agree (request form, statement, &amp; check match)</td>
<td>Verify personal checks are held 15 days prior to refund</td>
<td></td>
</tr>
<tr>
<td>Review Statement for reasonableness</td>
<td></td>
<td>Verified</td>
<td></td>
</tr>
<tr>
<td>Previous Balance is zero</td>
<td>Posted to student's account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verify Book Voucher is deducted</td>
<td></td>
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</tbody>
</table>

Federal guidelines require that we refund any credit balance resulting from Federal funds within 14 days. Any questions should be directed to Glenda Crain Business Office Assistant, North Greenville University, at (864) 977-7178 or gcrain@ngu.edu.