

# Student Account Refund Request

## North Greenville University

Business Office-Refunds, PO Box 1892, Tigerville, SC 29688  
refunds@ngu.edu

Please complete this Student Account Refund Request form if you have a credit balance on your account. Submit the form to the Business Office. Please note, you may not be eligible for the full amount of the credit. Financial Aid will review your account for availability of refund. Upon review and approval the Business Office will issue a check to the student named below. Once that is complete the Business Office will notify you via your NGU.edu email account.

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Amount Approved by Financial Aid:** \_\_\_\_\_

**Current Term enrolled** (e.g. SP-16, CAPS-SP1-16, GRAD-SP1-16):

Undergraduate \_\_\_\_\_

CAPS \_\_\_\_\_

Graduate \_\_\_\_\_

**Note:** \_\_\_\_\_

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Financial Aid Office Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Office Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Process	Verified	Process	Verified
Student Requested		Financial Aid Reviewed	
14-Day rule applies		Verify Bookstore charges	
Preview Statement for Reasonableness		Verify Name, ID, Dollars Agree (request form, statement, & check match)	