

NAME \_\_\_\_\_

CONTACT INFO \_\_\_\_\_

DATE \_\_\_\_\_ ID NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**STEP 1: SEMESTER >**     Fall                       Spring                       Summer                       Non-current

**STEP 2: AMOUNT >**     Full                       Partial \$ \_\_\_\_\_ (maximum 3 refunds per semester)

**STEP 3: TYPE >**         Wire Transfer- attach [wire detail form](#) (\$15 USD fee)     Refund to credit card used \_\_\_\_\_ (date)

E-Refund-create refund profile in [TouchNet®](#)     Paper refund check-complete Steps 4 & 5.

**STEP 4 : MAKE CHECK PAYABLE TO >**     Student                       Other \_\_\_\_\_ (Name)

**STEP 5: DELIVERY >**                       Pick up                       Mail \_\_\_\_\_ (Street)

\_\_\_\_\_ (City/State/Zip)

**OFFICE USE ONLY**

Refund amount \$ \_\_\_\_\_ Approved by \_\_\_\_\_ Entered \_\_\_\_\_ Mailed on \_\_\_\_\_ by \_\_\_\_\_

**PROCESSOR'S COMMENTS**