UNIVERSITY OF SOUTH ALABAMA

FOR OFFICE USE ONLY: REFUND

Refund Check:_____
Cashier's Check: _____
Money Order: _____
Receipt Emailed: Y/NA

2023 – 2024 Request to Return Loan Funds

Student Name:_____ JAG#:_____

If you have not cashed your refund check from the Office of Student Accounting, please attach the original check to this form. If you have cashed your refund check or received a refund via direct deposit, you will need to submit a cashier's check or money order made payable to the University of South Alabama for the amount you wish to return to your lender. ***Return requests will not be processed after the last day of the term for which the refund was issued.***

Semester (circle): Fall 2023 Spring 2024 Summer 2024

Check the appropriate box(es) pertaining to your request and circle the fund(s) you want to return:

☐ I want to return the full amount of my:
Subsidized Unsubsidized Parent PLUS Graduate PLUS

☐ I want to return a portion of my:
Subsidized Unsubsidized Parent PLUS Graduate PLUS

Amount to return: $_____ (whole dollar amounts only)

Return completed form and check to the Office of Financial Aid or mail to the address indicated at the bottom of this form. Allow 5-7 business days for processing. INCOMPLETE FORMS WILL NOT BE PROCESSED.

By signing this form, I approve the Office of Financial Aid to make the requested adjustment to my loan(s); and I understand that I will be responsible for any tuition, fees or other charges that may have previously been covered by these loans. *NOTE: Loan returns must be made in whole dollar amounts. If your return request includes cents, your loan return will be rounded up to the nearest dollar and you will be billed for the difference.*

_____ _____
Student Signature Date

_____ _____
Parent/ Parent PLUS Loan Borrower Signature Date
(required for Parent PLUS Loan requests)

TYPED SIGNATURES WILL NOT BE ACCEPTED.

OFFICE OF FINANCIAL AID
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