

# Refund Request Form

\*Currently my student account with Keystone College has a credit balance due to an overpayment, an applied credit, and/or a financial aid award.

\*This credit may be due to a student loan. I understand that a student loan is a debt that must be repaid once I leave school or cease to carry at least six (6) credits.

Please select from the choices below and check a box [ ]. Next, write the amount of your credit you would like refunded in the parentheses (\$ ).

**Step 1 \*\*\*\* PLEASE PRINT LEGIBLY TO AVOID DELAY IN PROCESSING \*\*\*\***

[ ] Refunded to me. I will pick up at Student Central. (\$ )

[ ] Refunded to me and mailed to my home address. (\$ )

Address: \_\_\_\_\_  
\_\_\_\_\_

[ ] Refunded to Other or PLUS borrower and mailed to: (\$ )

Name: \_\_\_\_\_

Address: \_\_\_\_\_

[ ] Cut as an Advanced Deposit for next year (Resident only.) (\$ )

**Step 2** \*\*Signature of this form acknowledges that you are responsible for payment of any additional charges to your student account prior to the end of the semester.\*\*

_____	_____	_____	_____
Student ID#	Student Name	Student Signature	Date

**Step 3\***

_____	_____	_____
PLUS Borrower Name	PLUS Borrower Signature	Date

*\*PLUS Borrower signature is mandatory if your credit is a result of a PLUS loan or if student is a minor*

**Step 4** You will be notified by email once your financial aid credit balance has been verified and dispersed.

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