

Student Name: _____

DU ID: _____

Financial Aid Refunds

Federal Direct, Federal Direct PLUS, and private loans are disbursed directly to a student's tuition account after all financial aid requirements have been satisfied. If the total loan proceeds are greater than the total amount due, a refund is issued for the excess amount to the student. Refunds will either be transmitted directly to the bank established by the student when setting up direct deposit or mailed to the mailing address on the student's account.

Returning a Refund

All refund requests must be submitted to the Office of Student Billing **no later than 60 days** from the date the refund was generated. Requests made outside of the 60-day timeframe will not be honored and must be initiated by the student to their respective loan servicer.

If you have received a refund of your student loans and you would like some or all excess funds returned to your lender to reduce the loan principle, please fill out "Step 1" below and submit this form to the Office of Student Billing in University Hall, room 223. You may confirm your loan principal has been reduced online by logging into [My4D](#).

Step 1: Student's Confirmation of Return Request:

I, _____, have received a refund in the amount of \$_____ for the
(Print First and Last) (Dollar Amount)

_____ term and would like to have \$_____ returned to my lender. I have either made a
(Fall, Winter, Spring or Summer) (Dollar Amount)

payment online, attached a personal check issued to the University of Denver to this form, or attached the original refund check issued to me from DU.

Student Signature_____
Date**Step 2: Office of Student Billing's Confirmation of Payment:**

Amount of payment received: _____ System Generated Refund issue date: _____
(must be within 60 days)

Received by: _____ Date: _____

Step 3: Financial Aid's Confirmation of Request Form Received:

Received by: _____ Date: _____

Note: Any check returned for insufficient funds will void its associated return request. Processing of this form by the financial aid office may take up to ten business days.