

Request a Refund in GWeb



Registration Menu

Admissions Veteran Menu

Student Accounts Menu

Student Records Information Menu

Student Records & Registration Menu	Financial Aid Personal Information Menu GW Alert Login Portal					
Search	SITE MAP HELP EXIT					
Main Menu						
Welcome, Alao Hogan, to the WWW Information System! Last web access on 01/24/18 at 10:35 am						
Student Records and Registration						

On the GWeb Information System main menu, select Student Records and Registration.





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Student Records & Registration Menu	Financial Aid Personal Info	ormation Menu GW Alert Login Porta					
Search Go	RETURN	TO MENU SITE MAP HELP EXIT					
Student Records & Registration Menu							
Registration Menu							
Student Records Information Men							
Student Accounts Menu							
Admissions							
Veteran Menu							

 Under Student Records & Registration Menu, select Student Accounts Menu.



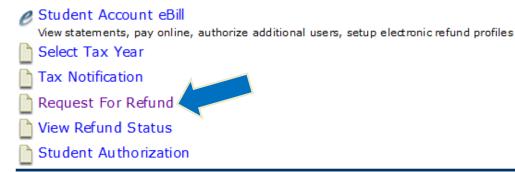
Student Accounts Menu



Welcome! You have selected the Student Accounts Menu. Choose from the list of options below for detailed information about your student account, including your current and previous charges, statements, payments, and tax information related to your 1098-T(s).

To view your class schedule, return to the Student Records and Registration menu and click the Registration Menu link. From the Registration menu, you may view your schedule for the current week by clicking the Student Schedule by Day and Time link, or click the Student Detail Schedule link to view your courses for a selected semester.

For other options, please click the Help link at the top of your screen.



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Under the Student Accounts Menu, select Request For Refund.



👔 If you are Medical, Law or Graduate student and the recipient of Title IV funds and currently have a credit balance on your account, your funds will be automatically refunded to you. It is NOT necessary to complete this form. However, Title IV funds (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Perkins Loans, Federal Direct Stafford Loans, Federal Direct PLUS Loans, and TEACH Grants) are only used to pay for authorized charges in the form of tuition, fees, and room and board as assessed by the University. Regulations allow for students or parents to voluntarily authorize the University to handle Title IV credit balances (funds in excess of tuition, room and board) in different ways. For more information, please review the Student Authorizations section of the Student Accounts Menu under the Student Records & Registration Menu in GWeb.

If you are recipient of Veterans education benefits for the current term or previous terms you do not need to complete a refund request form. Any refund due will be issued after your account is reviewed by the Office of Military and Veteran Student Services.

I understand that it may take up to 3 business day for a direct deposit or up to 14 business day for a refund check to arrive.

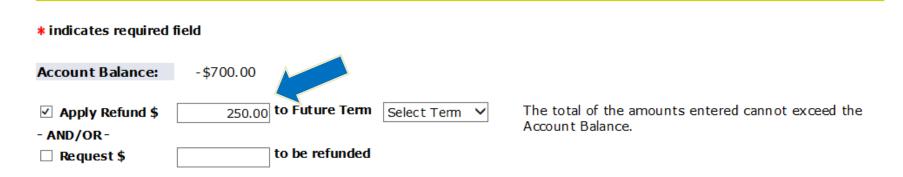
Before requesting a refund, click on this link Student Account eBill, then under the Home tab, in the Quick View field, click on View Current Activity, and, in the next page, click on Explain Voluntary Library Gift if desired. Please also verify your bank account routing number and account number under the same link above under the My Profiles tab.

To continue on with your request for a refund, click on this link Request for Refund

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On the Request For Refund page, review the information and policies, then click the Request For Refund link.





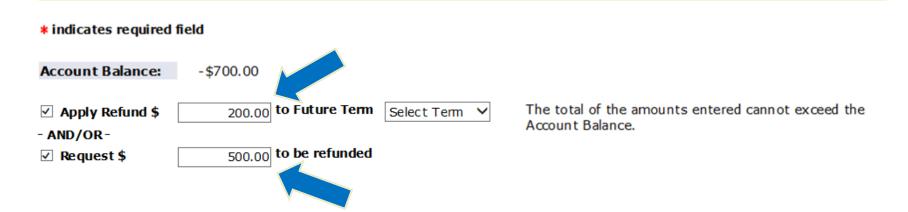
 If you wish to apply the full credit balance or a partial portion of the credit balance on your student account to as a deposit to a future term, check the Apply Refund \$, enter the amount, and select a term from the drop down menu.



* indicates required field								
Account Balance:	-\$700.00							
☐ Apply Refund \$ - AND/OR-		to Future Term	Select Term	~	The total of the amounts entered cannot exceed the Account Balance.			
✓ Request \$	500.00	to be refunded						

 If you wish to request the full credit balance or a partial portion of the credit balance on your student account as a refund, check the Request \$ and enter the amount requested.





 If you wish to apply a partial portion of the credit balance on your student account as a deposit to a future term <u>and</u> request a portion of the credit balance as a refund, check both Apply Refund \$ <u>and</u> Refund \$. Then enter the amounts for each category and select a term from the drop down menu for the deposit.



Enter your address			
Address Line 1 (Street):*			
Address Line 2 (Apartment, Suite):			
City:*			
State:*	Select	•	
Zip/Postal Code:*]	
Nation:	Select v		

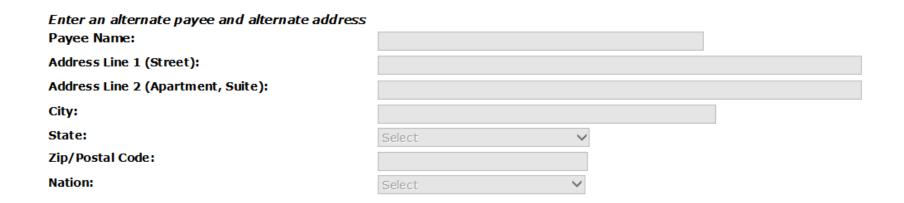
• All requests required that a valid address is provide. Please enter a valid address where a check may be sent, if a paper check is requested.



Issue the Request Amount entered above as O Direct Deposit ORO Paper check to me at the above address ORO Paper check to an alternate payee at the address below ORO Wire transfer back to originating bank account ORO Credit card return back to originating card

- If requesting a refund, select the option for how you would like the refund to be issued.
- Direct Deposit requires an established checking/savings account saved in the Student Account eBill that you have indicated to receive refunds.
- Wire Transfer and Credit Card payments can and will only be refunded back to the originating bank account or credit card.

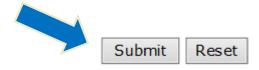




 If requesting a paper refund check be issued to an alternate payee and alternate address, please provide that information here. The check will be issued to the payee directly.



• Please review your request, make any updates as needed, and click the Submit button at the bottom of the page.





✓ Your refund request was submitted successfully to Student Accounts for Approval.

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 Upon successful completion of your request, you will receive the following message. Your request has been sent to the Student Accounts Office to review.

