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THE GEORGE  
WASHINGTON  
UNIVERSITY

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WASHINGTON, DC

# Request a Refund in GWeb

[HELP](#) [EXIT](#)

## User Login

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 Your **User ID** for this system is your **GWID**. Your **GWID** is the **Uppercase** letter G followed by an 8 digit number. To retrieve your GWID, please visit <http://go.gwu.edu/gwid>.

User ID:

PIN:



[HELP](#)

- On the GWeb Information System homepage, enter your GWID (*Uppercase letter G followed by an 8 digit number*) and PIN.

## 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



Registration Menu  
Student Records Information Menu  
Student Accounts Menu  
Admissions  
Veteran Menu


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

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



## Student Records & Registration Menu

-  [Registration Menu](#)
-  [Student Records Information Menu](#)
-  **[Student Accounts Menu](#)**
-  [Admissions](#)
-  [Veteran Menu](#)




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

# Student Accounts Menu

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 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.

## Student Account eBill

View statements, pay online, authorize additional users, setup electronic refund profiles

 [Select Tax Year](#)

 [Tax Notification](#)

 [Request For Refund](#)

 [View Refund Status](#)

 [Student Authorization](#)




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- Under the Student Accounts Menu, select Request For Refund.


## 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.

# Request For Refund

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\* indicates required field

**Account Balance:** -\$700.00



**Apply Refund \$**  **to Future Term**

- AND/OR -

**Request \$**  **to be refunded**

The total of the amounts entered cannot exceed the Account Balance.

- 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.

# Request For Refund

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\* indicates required field

**Account Balance:** -\$700.00

**Apply Refund \$**  **to Future Term**

- AND/OR -

**Request \$**  **to be refunded**

The total of the amounts entered cannot exceed the Account Balance.



- 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.



# Request For Refund

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\* indicates required field

Account Balance: -\$700.00

Apply Refund \$  to Future Term

- AND/OR -

Request \$  to be refunded

The total of the amounts entered cannot exceed the Account Balance.

- If you wish to apply a partial portion of the credit balance on your student account as a deposit to a future term *and* request a portion of the credit balance as a refund, check both Apply Refund \$ *and* 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:\***

**Zip/Postal Code:\***

**Nation:**

- 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*

Direct Deposit

- OR -

Paper check to me at the above address

- OR -

Paper check to an alternate payee at the address below

- OR -

Wire transfer back to originating bank account

- OR -

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.

***Enter an alternate payee and alternate address***

**Payee Name:**

**Address Line 1 (Street):**

**Address Line 2 (Apartment, Suite):**

**City:**

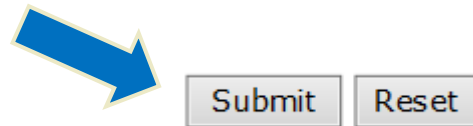
**State:**

**Zip/Postal Code:**

**Nation:**

- 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.



## Request For Refund

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✓ *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.