



University of Northern Virginia Student Refund Request Form

(Please send this form to Business Office)

Processing of the refund will only begin after all required information is provided. The refund will take 2-3 weeks from the date of this request form received. **Please Note:** Additional restrictions may apply, additional documents may be required upon the approval of refund. Please review the refund policy on our website at www.unva.edu or the bottom of Registration Form, or contact Business Office.

1. Student Information:

Name: _____ Student ID: _____
Phone #: _____ Email: _____
Last registered term: _____ Tuition paid: \$ _____ (in full, partially)

2. Reason for requesting refund (select one, explain briefly, get signature from accordance personnel):

- Withdraw from school (may need signature from International Student Service or COOP Office)
- Add/Drop course(s) or course(s) be cancelled (need signature of Dean)
- Others (explain briefly):

Approved by : _____

Signature _____ Date _____

3. the way you want to get your refund:

- credit card (we only refund to the original charged credit card)
Last 4 digits of credit card: _____ Expiration date: _____
- check (please provide payee name and address to which the check will mail to if you cannot come to pick up)
Payee (if other than student) & Mailing address: _____

Student's Signature: _____

Date: _____

Business Office Use Only:

Above reason for requesting refund is true, the amount of \$ _____ should be refund to student. Signature of Business Office: _____ Date: _____
Approved by: _____ (signature of Executive Officer) Date: _____
Refund processed by: _____ On date: _____ amount \$ _____
By check # _____ check date. _____
By credit card: _____ (last 4 digits and exp. date)