

# BUTLER UNIVERSITY

## STUDENT ACCOUNT REFUND REQUEST

NOTE: If federal (Title IV) financial aid funds create a credit balance on your account, this form is not required to receive a refund check.

BU ID  Include the first 9 digits only

Name (please print) \_\_\_\_\_

Refund Request is for:

\_\_\_\_ Fall term      \_\_\_\_ Spring term      \_\_\_\_ Summer I term      \_\_\_\_ Summer II term

**Leave amount blank**  
**to receive maximum refund available**

AMOUNT REQUESTED

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I would like to PICK UP \_\_\_\_\_ my refund check

I would like you to MAIL \_\_\_\_\_ my refund check to: \_\_\_\_\_  
(Use HOME or LOCAL address in my.butler.edu) \_\_\_\_\_

**Note:**

- Refund Requests marked "MAIL" will be sent to address designated above. If no address is designated or if "MAIL" or "PICK UP" is not designated, refund checks will be mailed to the home address on file.
- All refund checks will be issued in student's name unless credit balance is created by a federal parent PLUS loan
- If the credit balance remaining on your student account is not due to Title IV funds, only two checks will be issued per term. **Any time there is a credit on the account due to Title IV funds, that credit will be refunded in its entirety.**

Student Signature \_\_\_\_\_ Date submitted \_\_\_\_\_

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**For office use only**

Date form received: \_\_\_\_\_