

Student Financials Request a Refund

Procedure

Use this lesson to request a refund from your account.

The screenshot shows the 'Sean's Student Center' interface. On the left, there are sections for 'Academics' and 'Financial Services'. Under 'Financial Services', the 'Request a Refund' link is visible. On the right, there are buttons for 'SEARCH FOR CLASSES', 'EVALUATE CLASSES', and 'REVIEW EMERGENCY INFO.', along with sections for 'News and Info', 'Holds', and 'To Do List'. A message box states 'You are not enrolled in classes.'

Step	Action
1.	Click the Request a Refund link. Request a Refund

The screenshot shows the 'Refund with Extra Amount' page. It includes a 'View My Account' link, an 'Instructions' section with text about online refunds, a 'Balance' of \$-8,778.00, and a 'Refund Amount' field set to 8,778.00. The 'Refund Format' is set to 'Direct Deposit'. A 'Post Refund' button is present. Below, a 'View Refund Check' section shows a 'Direct Deposit' with a 'Date' of 02/01/2009 and a 'Pay To The Order Of' of Eight Thousand Seven Hundred Seventy-Eight and 0/100, 8,778.00, payable to Student, Sean.

Step	Action
2.	Note: You must have a balance on your account to request a refund.
3.	Your refund amount defaults to your account balance, but you can change the refund by deleting the amount and typing in a new amount. (if you do not want the full amount refunded) Enter in the amount you wish refunded. For this exercise we will use the amount \$5,000. Enter the desired information into the Refund Amount field. Enter " 5,000 ".

Balance: \$-8,778.00

Refund Amount: Refund Format: Mail Direct Deposit

Step	Action
4.	You have two options for receiving your refund: US Mail or Direct Deposit. First we will explore the "Direct Deposit" option, which is the default value.
5.	Your Direct Deposit needs to be set up prior to posting. Please see the exercise on Direct Deposit for details if you have not set up your Direct Deposit. Once you have entered in the amount you wish to have refunded, make sure the Direct Deposit option is selected and then push the "Post Refund" button. Click the Post Refund button. <input type="button" value="Post Refund"/>
6.	Next we will explore the mail option.
7.	Select the "Mail" button. Click the Mail option. <input checked="" type="radio"/> Mail

Balance: \$-8,778.00

Refund Amount: Refund Format: Mail Direct Deposit

*Address Type:

Step	Action
8.	Select the address type you want the refund mailed to. Click the drop down menu to see the address types available. Click the Address Type list. <input type="text" value="Current"/>

Refund Amount: Refund Format: Mail Direct Deposit

*Address Type:

View Refund Check

Mail Date: 02/01/2009

Step	Action
9.	When you select the address type, the address associated with that address type will display.

Refund Amount: Refund Format: Mail Direct Deposit

*Address Type:

View Refund Check

Mail Date 02/01/2009

Pay To The Order Of: Five Thousand and 0/100 5,000.00

Student, Sean Dollar(s)

Address: 14 White Pine Drive

Step	Action
10.	Select the Permanent Address type. Click the Permanent list item. <input type="text" value="Permanent"/>

Balance:

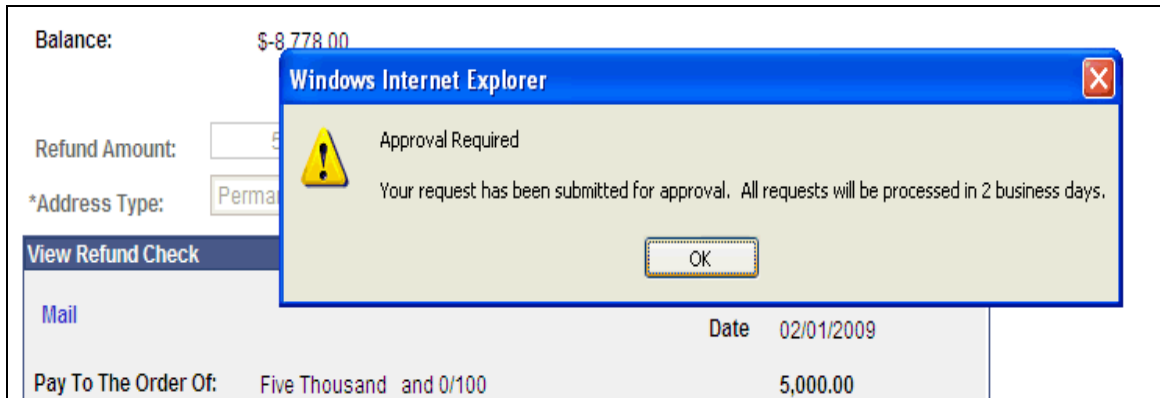
Refund Amount: Refund Format: Mail Direct Deposit

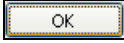
*Address Type:

View Refund Check

Mail Date 02/01/2009

Step	Action
11.	When you are ready to proceed, click on the "Post Refund" button. Click the Post Refund button. <input type="button" value="Post Refund"/>



Step	Action
12.	You will receive a message that your request has been submitted for approval. Click the OK button. 
13.	This completes the lesson on requesting a refund. End of Procedure.

If you need further assistance, please contact the Office of Student Accounts
 Evanston office:
 847-491-5224
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 312-503-8503
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