



UNIVERSITY OF SOUTH ALABAMA

# 2022 – 2023 Request to Return Loan Funds

FOR OFFICE USE ONLY: REFUND

Refund Check: \_\_\_\_\_

Cashier's Check: \_\_\_\_\_

Money Order: \_\_\_\_\_

Receipt Emailed: Y/NA

Student Name: \_\_\_\_\_

JAG#: \_\_\_\_\_

If you have not cashed your refund check from the Office of Student Accounting, please attach the original check to this form. If you have cashed your refund check or received a refund via direct deposit, you will need to submit a cashier's check or money order made payable to the University of South Alabama for the amount you wish to return to your lender. **Return requests will not be processed after the last day of the term for which the refund was issued.**

Semester (circle):	Fall 2022	Spring 2023	Summer 2023
Check the appropriate box(es) pertaining to your request and circle the fund(s) you want to return:			
I want to return the full amount of my:			
	Subsidized	Unsubsidized	Parent PLUS
			Graduate PLUS
I want to return a portion of my:			
	Subsidized	Unsubsidized	Parent PLUS
			Graduate PLUS
Amount to return: \$ _____ (whole dollar amounts only)			

**Return completed form and check to the Office of Financial Aid or mail to the address indicated at the bottom of this form. Allow 2-3 business days for processing. INCOMPLETE FORMS WILL NOT BE PROCESSED.**

By signing this form, I approve the Office of Financial Aid to make the requested adjustment to my loan(s); and I understand that I will be responsible for any tuition, fees or other charges that may have previously been covered by these loans. *NOTE: Loan returns must be made in whole dollar amounts. If your return request includes cents, your loan return will be rounded up to the nearest dollar and you will be billed for the difference.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Parent PLUS Loan Borrower Signature  
(required for Parent PLUS Loan requests)

\_\_\_\_\_  
Date

**TYPED SIGNATURES WILL NOT BE ACCEPTED.**

OFFICE OF FINANCIAL AID  
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TEL: (251) 460-6231 | FAX: (251) 460-6517; (251) 460-6079 |  
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