

Refund Policy

In cases where tuition charges are less than the payments on the student's account, a refund of the overpayment may be requested.

In order to receive a refund, the Refund Request Form must be completed by the student. Refunds are processed according to the method of payment received by GMU:

- A. Cash payments are refunded by check or direct deposit without a waiting period.
- B. Check payments require a 5 day waiting period before being refunded. The waiting period may be waived if proof of check clearance is presented, such as a canceled check copy or bank statement showing the check cleared the account. Check refunds will be mailed to the address on record or sent as a direct deposit.
- C. Credit card payments are credited back to the credit card that was most recently used for payment.

Refund checks are made payable to the student, with the exception of Parent PLUS Loans, and are mailed to the permanent address listed in the student record. Please make sure that your address on file with GMU is current. If you wish to have your refund sent to an address other than your permanent address, enter the address as a "REFUND RECIPIENT" address using the internet at <https://patriotweb.gmu.edu>. In person check pick up is not available due to negotiable item security and the large number of checks processed.

Direct Deposit Refunds

The option to have cash or check refunds sent electronically is available by submitting a Direct Deposit Authorization Form. A checking account is necessary for this refund option. Direct deposit refunds are not available for Parent PLUS loans.

Financial Aid Refunds

Credit balances from financial aid awards will automatically generate a refund check, which is mailed to the address on file with the university, or sent via direct deposit if authorized by the student. A refund request form is not needed for financial aid disbursement refunds.