



**Student Accounts Office**

4400 University Drive, MS 2E2, Fairfax, Virginia 22030  
 Phone: 703-993-2484 Fax: 703-993-2490

## Refund Request Form

Student ID: G       Date:  -  -

Student Name: \_\_\_\_\_  
Last First M.I.  
(Please Print)

Refunds are processed according to the method of payment last received by GMU. Payments made by cash will be refunded as a check without a waiting period. Payments made by check require a 5 day waiting period from the date of the last check payment before a refund may be processed. Credit card payments are credited back to the credit card that was most recently used for payment. Please allow 7 to 10 business days for processing.

Refund checks are made payable to the student and are mailed to the permanent address listed in the student record on Patriot Web. If you have moved or you would like the check sent to another address please update your address on Patriot Web and enter a "Refund Recipient Address." Due to security, banking regulations, and the large number of checks processed, all check refunds are mailed and in person check pick up is not available.

**This form will not drop your classes and is not required for financial aid refunds prior to disbursement.**

**Student Signature:** \_\_\_\_\_

For Office Use Only										
RF01	RF02	RF09	RF11	RF12	RF13	RF15	RF16	RF17	RF18	RF19
CC Pay Date		Cashier Name			Authorizer			Approver		
Payments			Non-Refundable				Refund Due			
CC										