

REFUND AUTHORIZATION FORM

Federal regulations require written authorization for the disbursement or retention of excess funds resulting from student financial aid programs. Excess funds can occur when the amount of financial aid credited to a student's account is in excess of University charges for tuition, fees, room, board, and other allowable campus charges.

Method of Disbursement – Please choose one option.

- Direct Deposit.** Please log onto Portico and enter your bank account and routing number under the Student Financial Information tab. Be sure to click the "I agree" notice and submit the account information.
- Transfer credit balance to future term.** I authorize the university to transfer my credit balance to a future term within the current academic year. Transfer credit balance to the following term: _____
- Parent Authorization – See Below.**
- Student Check – Mail** – Please indicate the address where check should be sent AND the name of any other person to whom the check should be made payable: _____

_____ I understand that if I make any changes that cause additional charges to be added to my account that I am
Initial Here responsible for these additional charges in the event that a refund check has already been issued to me.
_____ I also understand that if I choose to receive a credit in the form of a check for the current semester that I am
Initial Here required to pay any prior or past due amount in full **before** enrolling in a future term.

Student Authorization – Signature required, please read carefully.

I authorize Lee University to credit any excess financial aid funds after tuition, fees, room, and board charges are satisfied to other allowable or discretionary campus charges that I may incur.
I further authorize Lee University to credit financial aid funds to prior-year allowable charges (up to \$200), if applicable, and I authorize Lee University to hold my funds until eligibility issues are resolved. I have read and understand this document, agree to the terms of this document and authorize Lee University to disburse excess funds as indicated. I have the right to cancel or modify this authorization at any time in writing and understand that the cancellation is not retroactive. If for any reason, my enrollment changes and my aid and/or loans must be returned, I acknowledge that I may once again be responsible for a balance due on my account.

Print Student Name

Student ID#

Academic Year

Student Signature

Date

Parent Authorization – Signature required, please read carefully

I authorize Lee University to credit any excess financial aid funds from my Federal Direct PLUS Loan after tuition, fees, room, and board charges are satisfied to other allowable or discretionary campus charges that my student may incur.
I further authorize Lee University to credit financial aid funds from my Federal Direct PLUS Loan to prior-year allowable charges (up to \$200), if applicable, and I authorize Lee University to hold my excess parent loan funds until my student's eligibility issues are resolved. I have read and understand this document, agree to the terms of this document and authorize Lee University to disburse excess funds from my Federal Direct PLUS Loan as indicated. I have the right to cancel or modify this authorization at any time in writing and understand that the cancellation is not retroactive. If for any reason, there are enrollment changes and my Federal Direct PLUS Loan must be returned, I acknowledge that my student may once again be responsible for a balance due on his/her account, unless my student is under the age of 18, which would make me personally responsible for the balance due on his/her account.

_____ I further authorize that Lee University, once all charges are paid and previous balances, if applicable, are settled, has my
Initial Here permission to disburse any remaining credit balance from my Federal Direct PLUS Loan directly to my student.

Print Parent's Name (Name as it appears on Parent Loan)

Parent Signature

Student's ID #

Date

Please complete all sections and return to: Lee University Student Financial Services Office, PO Box 3450 Cleveland, TN 37320 or fax to (423) 614-8083 or scan and email to sfs@leeuniversity.edu.