

For Office Use: _____ RFIN _____ RFND
Semester _____
Processed _____
Approved _____

USF ID #: _____

Name: _____

Phone Number: _____

Email: _____

Amount to be refunded \$ _____

Please select your refund method:

- I would like my refund sent by eDeposit. **You must be signed up for eDeposit on OASIS to use this method.**
- I would like a refund check mailed to me. **I understand that the check will be mailed to my local mailing address on OASIS and it is my responsibility to make sure the address is correct.** (If you have an active eDeposit account you will not get a check.)

*Refunds for fees paid by credit/debit cards must be credited back to the card used.
Please fill out the Credit Card Refund Request Form and return it to the
Cashier's Office.*

Processing time for Cash and Check refunds

If paid by:

Cash, money order, certified check- 5 to 10 business days

Personal check- there is a 10 business day waiting period from date check was processed by the University, then 5 to 10 business days

Financial Aid- approval from the Financial Aid Office is required before processing, **unless it's for funds that paid for charges not yet due.** 5 to 10 business days after receiving approval. Approval of refund depends on type of aid, date of withdrawal/drop and amount of aid in accordance with Financial Aid's Policy on Refunds and Repayments.

Signature: _____ **Date:** _____

Bring the completed form to SVC 1039 or mail to the address below: