



UNIVERSITY OF SOUTH FLORIDA

Banner Refund Request Cash or Check Payments



USF ID: _____

Name: _____

Phone: _____

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 Student Self-Service to use this method.
- I would like a refund check mailed to me. I understand that the check will be mailed to my active local mailing address on Student Self-Service 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.
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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. 5 to 10 business days after receiving approval. funds that paid for charges not yet due

Approval of refund depends on type of aid, date of withdrawal/drop and amount of aid
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Signature: _____ Date: _____

Bring the completed form to SVC 1039. It can also be emailed, faxed or mailed to the address below:

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University of South Florida 4202 East Fowler Ave SVC1039 i Tampa, FL 33620-5800
Email: sfsrefunds@usf.edu FAX: 813-974-3618