## **Request to Return Loan Funds**

Student Name		
Washburn ID		
Date		



Financial Aid Office 1700 SW College ● Topeka, KS 66621 (785) 670-1151 ● (785) 670-1079 fax washburn.edu/financial-aid ● financialaid@washburn.edu

Date	wa	(785) 670-1151 ● (785) 670-1079 fax vashburn.edu/financial-aid ● financialaid@washburn.edu				
After loan funds have disbursed to the school, proceeds within 14 calendar days. If you wou contact your loan servicer.	•	request to return all or a portion of the loan n funds after the 14 day period, you will need to				
Semester: Fall	☐ Spring	☐ Summer				
If you have not cashed your refund check from the Business Office, please attach the original check to this form. If you have cashed your refund check or received a refund via direct deposit, you will need to write a check made payable to Washburn University for either the amount of your refund, or for the amount you wish to return to the lender, whichever is less.  Check the appropriate box pertaining to your request:						
I want to return the full amount of my: □ Subsidized □ Unsubsidized		☐ Graduate PLUS ☐ Private loan				
I want to return the amount equal to the excess financial aid from my student loan refund.						
I want to return the amount equal to the excess financial aid from my Parent PLUS loan refund.						
I want to return a portion of my:						
☐ Subsidized ☐ Unsubsidized ☐ Parent PLUS ☐ Graduate PLUS ☐ Private Ioan						
Amount to Return \$(If you received a refund from the selected loa the amount of your refund, or the amount you		rite a check made payable to Washburn University for either ender, whichever is less.)				
	e Stop in Morgan Hall or orm. Allow 2-3 business o	r by mail to the address indicated in the upper right hand days for processing.				
By signing this form, I approve the Financial Aid Offic responsible for any tuition, fees, or other charges that n	e to make the requested nay have previously been	d adjustment to my loan(s); and I understand that I will be n covered by these loans. Note: Loan returns must be made on will be rounded up and you will be billed for the difference.				
Student's Signature	() Telepho	one				
	( )					
Parent's Signature (required for Parent PLUS loan reques	ts) () Telepho	one SSN #				
For Internal Use Only						
	. or internal ose Offi	"'Y				

Date of E\_LOAN\_NOTICE on RUAMAIL \_\_\_\_\_

SOS Initials \_\_\_\_\_