

## Student Refund Distribution Policy

Student refunds are either directly deposited or mailed. They are **NOT** to be picked up.

1. Direct deposit requires a student to complete an authorization form and return it to **La Capitol Federal Credit Union**, University Commons II, Suite 2152, or **Student Account Services**, located at 1-5 Administration Bldg. Please allow two to three weeks for processing before a refund will direct deposit into your bank account. If a direct deposit is sent to a closed or incorrect account, we must wait for the funds to be sent back to the University before issuing another refund. This could take up to 2 weeks. To avoid this, please ensure your direct deposit information is kept current with the University.
2. If a check is issued, it will be mailed to the **active address** on file with the University. The **address** may be updated on your Banner account. Please do not enter any residency dates. If residency dates are expired, this will cause your check not to print. **It is the student's responsibility to provide the University with the correct address.** If your check is mailed, please allow 10 business days for delivery. After this time, if you want to stop payment on a check, a \$15.00 stop payment fee will be assessed. A check will be issued in the next check writing.

Student refunds are processed every Friday, unless a holiday occurs.

**Note:** Receiving your refund direct deposit is quicker than mailing a paper check.