

**CAMPBELL UNIVERSITY  
REFUND REQUEST FORM  
Fax Request to: 910-893-7863**

*Note: Effective August 1, 2011, this form will not be used and student paper refunds checks will no longer be processed! Students are required to enroll in e-refunding and will not submit a paper request for refund. Please visit the Refund Information section of the Business Office website for more information.*

I request that Campbell University refund any credit on my student account exceeding the amount of the total balance due on my account.

**NOTE:** Total refunds will not be refunded until all charges and credits have been posted to the student account. Checks should be picked up at the Accounting Office on the designated date given by the Business Office after 3:00 pm.

**Check One:**

**Pick up check at Main Campus Accounting Office**

**Mail Check to:** \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Refund: \_\_\_\_\_

I request that Campbell University retain, as a credit balance on my account, any loan proceeds that exceed the amount of the total balance on my account.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Business Office use only:**

Approved by: \_\_\_\_\_

Date of Refund: \_\_\_\_\_ Budget Line to be coded: 10-0-00001-12101-0