

FINANCIAL AID REFUND CHECKS

Explanation of Credit Balance Authorization

If the **Current Status** of your Credit Balance Authorization is set to “**Authorize**,” a refund check will not be issued to you.

In order to receive a refund for Federal Title IV funds, the authorization to hold your credit balance for future charges must be **rescinded**.

To rescind your authorization, log on to Banner and go through the following steps:

- Click on Student Services & Financial Aid
- Click on Financial Aid
- Click on Student Authorization
- Scroll down to section titled **Credit Balance Authorization**
- Select **Rescind** from the drop down options
- Click Submit

Financial aid refund checks will be mailed approximately 7 business days after you rescind your authorization.

If the **Current Status** of your Credit Balance Authorization is set to “**Do Nothing**” and it is your intent to receive a refund check, no action is required.