

Refund/Credit Release Request Procedures

Please use the following guidelines to expedite the processing of your request:

***This is a Refund Request Form. Please submit this form if your credit results from an over-payment of Federal Direct Loans only. If you are receiving Financial Assistance, please do not complete this form.**

Please use the following guidelines to expedite the processing of your refund:

You should submit a Credit Release Form if you have been awarded any of the following items:

- Boston University Scholarship
- Graduate Assistantships
- Perkins Loan
- Pell Grant
- SEOG Grant
- State Grant
- National Merit Scholarship and Outside Awards
- Direct PLUS Loan/MEFA/TERI/PEP/Achiever/Private loan
- Federal Direct Loan in combination with any of the above awards

You may obtain a Credit Release Form from the Office of Financial Assistance. Please submit your credit release form to:

Undergraduates: Office of Financial Assistance, 881 Commonwealth Avenue, 5th Floor

Graduates: Your school's Financial Aid Office

Check the status of your account on-line!!

You can now use the Student Account Inquiry on **The Link** to verify whether you have a valid credit. A BU Login and Kerberos password are required to use **The Link**.

<http://www.bu.edu/studentlink>

To apply for a refund, you must have a valid credit on your student account. All funds must be posted to the student account; the amount may not include pending items (i.e. State Grants, AMS payments, etc.).

Please allow at least 7-11 business days for the processing of your request.

Credit Card payments must be refunded to the credit card account.

If you are mailing this form, please mail to:

Student Accounting Services

881 Commonwealth Avenue

Boston, MA 02215-1390

or FAX to (617)353-3313