

## AGNES SCOTT COLLEGE STUDENT REFUND REQUEST

**This area to be completed by the student:**

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

Name: \_\_\_\_\_ ID# \_\_\_\_\_ Phone# \_\_\_\_\_

Please check one of the following:

- (    ) ACH (Direct Deposit), **NOT Debit Card** account number  
please enter your bank info (**routing #, checking or saving #**) in AscAgnes.
- (    ) The bank info remains the same since the last time I entered in AscAgnes.

**Once money is transferred to the bank based on the information that you have provided to accounting via AscAgnes, we will not be able to retrieve the money; if you find after the fact that it has been transferred to an incorrect bank account.**

- (    ) Mail check to the following address (no ASC box)  
**Reminder to Accounting Staff for checks: disable ACH(CF-BAIE), then ECPP**

\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_  
Student Signature

**In light of the ASC Honor System, please review the attached statement & the amount of refund check.**

**This area to be completed by A/R Specialist:**

A/R Type: \_\_\_\_\_ Amount: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
A/R Specialist

**This area to be completed by the Financial Aid Office:**

- (    ) Financial Aid refund
- (    ) Refund of initial out of pocket payment
- (    ) Withdrawn
- (    ) Loan disbursements

Reviewed by: \_\_\_\_\_  
Director of Financial Aid (If the amount is \$2,000 or greater.)

Reviewed by: \_\_\_\_\_  
V.P. for Enrollment & Dean of Admission (If the amount is \$5,000 or greater.)

Reviewed by: \_\_\_\_\_  
Controller