

# REFUND REQUEST FORM

University of the Pacific—Student Accounts Office  
209-946-2517 (phone) 209-946-2468 (fax) [studentaccounts@pacific.edu](mailto:studentaccounts@pacific.edu) (email)

## Must Be Completed by STUDENT:

Please **CHECK** one of the two boxes below to let us know if you will be having your refund direct deposited into your bank account or if you would like a check mailed to you. Please sign and date below.

MAIL

Direct Deposit



Name: \_\_\_\_\_  
Last First

Pacific Student ID#: \_\_\_\_\_

If you are requesting a check, where would you like it mailed?

Address \_\_\_\_\_

City State Zip

**Please Update Your Billing Information:**  
**This helps us contact you in regards to your student account.**

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Preferred Contact Address \_\_\_\_\_

City State Zip

**You must sign and date to receive your refund.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Please read:**

Refunds are subject to review by the Student Accounts Office personnel. You will be contacted via phone or Pacific email if there is a problem issuing a refund. If this refund is based on financial aid, it will be based on the aid that has paid into your account at the time your request is processed. Any charges/credits posted to your account after your refund is processed may result in an additional refund or a balance due. Any balance due must be paid when billed.

Prepare for your next refund to be deposited directly to your bank account by completing the form available online or on the counter and submitting it to the Student Accounts Office. Direct Deposit will allow you to get your funds faster and more conveniently! When filling out the form you must check the Accounts Payable/ Student Accounts section in order to receive your account refunds by direct deposit. If you have an on-campus job you may complete the Payroll section to have your paychecks directly deposited as well.

**CREDIT CARD REFUNDS: *Please Note*—the 2.75% service fee included in your credit card transaction is not assessed by Pacific and, therefore cannot be refunded.** If you have made an electronic payment via the online payment system, your refund must go back to the credit card that was charged. Please request repayment to the card by noting below:

Request Repayment to Credit Card:

Daytime Phone: \_\_\_\_\_

**PLUS Loan Recipients only:** Please note that any refund to a parent can only be issued if the credit balance is due solely to a parent PLUS loan disbursement and no other aid, per government regulations.  
Parent Name: \_\_\_\_\_

If the refundable credit balance is due solely to a parent loan (PLUS) or to a check or cash payment made by a parent, written authorization with signature must be provided by the parent in order for a check to be issued to the student. This can be mailed or faxed, or e-mailed to the Student Accounts Office.

UNIVERSITY OF THE  
**PACIFIC**