



## Banner Refund Request Cash or Check Payments

For Office Use:

\_\_\_\_\_ RFIN \_\_\_\_\_ RFND

Semester \_\_\_\_\_

Processed \_\_\_\_\_

Approved \_\_\_\_\_

USF ID: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Amount to be refunded \$ \_\_\_\_\_

### Please select your refund method:

- ☐ I would like my refund sent by eDeposit. **You must be signed up for eDeposit on Student Self-Service to use this method.**
- ☐ I would like a refund check mailed to me. **I understand that the check will be mailed to my active local mailing address on Student Self-Service and it is my responsibility to make sure the address is correct.** (If you have an active eDeposit account you will not get a check.)

*Refunds for fees paid by credit/debit cards must be credited back to the card used.  
Please fill out the Credit Card Refund Request Form and return it to the Cashier's Office.*

### Processing time for Cash and Check refunds

If paid by:

**Cash, money order, certified check-** 5 to 10 business days

**Personal check-** there is a 10 business day waiting period from date check was processed by the University, then 5 to 10 business days

**Financial Aid-** approval from the Financial Aid Office is required before processing, **unless it's for funds that paid for charges not yet due.** 5 to 10 business days after receiving approval. Approval of refund depends on type of aid, date of withdrawal/drop and amount of aid in accordance with Financial Aid's Policy on Refunds and Repayments.

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

**Bring the completed form to SVC 1039. It can also be emailed, faxed or mailed to the address below:**

**University Controller's Office: REFUNDS**

University of South Florida ♦ 4202 East Fowler Ave, SVC1039 ♦ Tampa, FL 33620-5800

Email: [sfsrefunds@usf.edu](mailto:sfsrefunds@usf.edu) ♦ FAX: 813-974-3618