

ADVANCED REFUND REQUEST APPLICATION

DISCLAIMER: An Advanced Refund Request is an early payment of your scheduled refund; it is not additional financial assistance. Applications will only be approved for the amount of your anticipated refund; up to the maximum amount of \$500. If you do not have a scheduled refund as of the date this application is reviewed, it will not be approved.

Name (print) _____ MU ID: _____
Last First M. I.

Address _____
Street Address City State Zip Code

Primary Phone (_____) _____ - _____

Total Amount Requested \$_____ Reason for Request ☐ Books ☐ Rent ☐ Other__

Disclaimer: Any changes to your account or financial aid that reduce your refund will result in a balance due to the University.

TERMS & CONDITIONS OF ADVANCED REFUNDS

1. An Advanced Refund is an early payment of a student's scheduled refund for the semester and is not additional financial aid.
2. The University may deny an advanced refund to those with past payment defaults or no refund due.
3. An applicant must be enrolled in the current semester at Millersville University.
4. An advance of your scheduled refund shall not exceed \$500.
5. **Direct Deposit is required. See reverse side for enrollment directions and the estimated timeline for receiving funds.**
6. Students who have a balance greater than \$1,000 may have a hold on their account with the Office of Student Accounts that can prevent future registration until resolved.

AUTHORIZATION FOR REPAYING ADVANCED REFUNDS

To use your financial aid to repay your advanced refund, please review the statements below and check the boxes giving Millersville University permission to use financial aid to cover the amount of your advanced refund.

- ☐ I understand that financial aid includes all Federal Title IV funds (Pell and SEOG Grants, Federal Direct Subsidized, Unsubsidized, and PLUS Loans), as well as any state and private funding received.
- ☐ I understand that an advance refund request is an early payment of my scheduled refund due to financial aid. Once my financial aid pays to Millersville University, those funds will be used to cover the amount I took in an advanced refund.
- ☐ I understand that changes to my financial aid after an advanced refund is processed will result in a balance owed. The Office of Student Accounts will follow normal past-due collection procedures.

I agree to abide by the terms outlined above _____ / ____ / ____
Student Signature Date

Office of Financial Aid Use Only

ID Verification: ☐ MU ID ☐ Government Issued ID Staff Initial: _____

Amount Approved: \$_____ Approved By: _____ Date: _____

NOTES: _____

ADVANCED REFUND REQUEST PROCESS & TIMELINE

ADVANCED REFUND REQUEST SUBMISSIONS:

This form can be submitted to the Office of Financial Aid once bills have been generated for the semester and financial aid is finalized on your account. However:

- The review and processing of this form will not begin until the Wednesday before the first day of the classes.
- Applications will only be accepted until the day before general disbursement is scheduled. General financial aid disbursement typically occurs a few days after the first week of classes (after the add/drop period) each semester.

ADVANCED REFUND REQUEST PROCESSING:

Requests are reviewed by the Office of Financial Aid (OFA) (fa.mail@millersville.edu) and issued through the Office of Student Accounts (OSA) (osa@millersville.edu) once approved.

- Applications submitted to the OFA by 1pm, will be sent to the OSA to have the refund generated the same day.
- Any requests received after this timeframe will not be processed until the next business day.

RECEIVING YOUR ADVANCED REFUND:

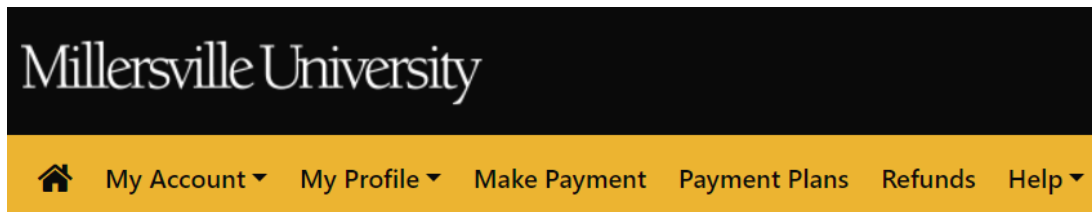
The timeframe to receive your refund heavily depends on your refund preference indicated in your Student Account Manager (SAM).

- **If you ARE signed up for direct deposit**, funds will be deposited in your account within 2-3 business days.
- **If you are NOT signed up for direct deposit**, a check will be mailed *to the student's home address on file*. This process takes approximately 2-3 weeks to receive the paper check.

SIGNING UP FOR DIRECT DEPOSIT:

To expedite the processing of your advanced refund, sign up for Direct Deposit:

- Go to millersville.edu/sam
- Log in with your Millersville University credentials.
- Select the Refunds tab at the top of the page.



- Enroll in Two-Step Verification
- Select Direct Deposit as your refund method.
- Move through remaining screens to enter banking information.

eRefunds

eRefunds puts money in your account... FAST!

Direct deposit is the fastest way to receive your funds - enroll now!!

Refund Methods



No Refund Method Selected. If no selection is made or an error occurs with your method of choice, refunds will be processed by Checkbook Mailed Check.



Direct Deposit

Typically received in 1-2 business days

Funds will be transferred to the personal checking or saving account of your choice.



Mailed Check

Typically received via US Postal Service in 3-5 business days

A paper check is typically issued within 1 business day after funds are released by your school.