

ADVANCED REFUND REQUEST APPLICATION

(Previously Emergency Loan)

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 \$350. 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 (_____) _____ - _____

Amount Requested \$ _____ Reason for Request Books Rent Other _____

Have you been impacted by the COVID-19 pandemic? Yes No

***** Please note: If any changes are made to your financial aid that reduces your refund, this will result in a balance due to the University and you will owe this amount within 30 days. Repayments are made to the Office of Student Accounts. Checks are made payable to "Millersville University". *****

TERMS OF THE ADVANCED REFUND

1. An Advanced Refund is an early payment of a student's scheduled refund for the semester and is not additional financial aid.
2. An applicant must be enrolled in the current semester at Millersville University.
3. The University reserves the right to decline an advanced refund for anyone who has defaulted payment in the past or is not due a refund.
4. An advance of your scheduled refund shall not exceed \$350.
5. **Students must sign up with Direct Deposit to receive funds. (See reverse side for more information, including when you will receive your funds.)**
6. If your advanced refund becomes a balance due to the University (due to changes in your financial aid), normal past due collection activities will be followed, up to and including submission to the Attorney General of Pennsylvania.
7. Grades, transcripts, academic schedules, additional advanced refunds, etc. will not be provided to students who have a balancedue to the University.

FEDERAL AID AUTHORIZATION

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

I authorize Millersville University to apply Title IV funds (Federal aid including Stafford Subsidized/Unsubsidized Loans, Perkins Loans, Pell grant, and SEOG) to all charges incurred by me. This includes any miscellaneous charges to my student account. Charges covered under this agreement include late fees, key fees, room damage, infirmary fees, meal plans, room premiums, air conditioning charges, orientation fees, ID replacement fees, calculator costs, and advanced refunds.

I authorize Millersville University to use Title IV funds to cover previous semester balances.

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

FINANCIAL AID OFFICE USE ONLY

Amount Approved: \$ _____ Signature: _____ Date: _____
Financial Aid Officer

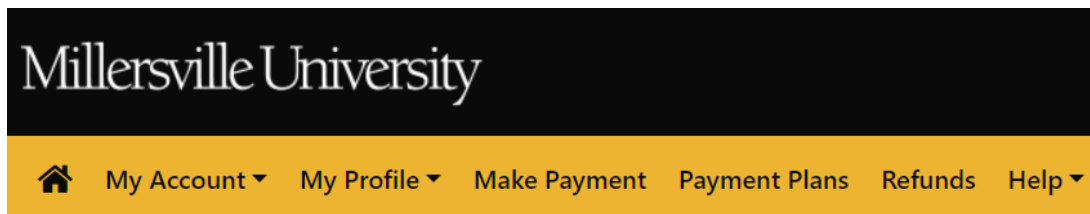
NOTES: _____

WHEN WILL I RECEIVE MY ADVANCED REFUND?

- Financial aid does not disburse (pay) to a student's account until after the end of the add/drop period of each semester. General disbursement of financial aid occurs after the first week of classes pending no changes to enrollment. An Advanced Refund is an advance of your normal financial aid disbursement.
- All Advanced Refunds will be issued through the Office of Students Accounts (osa@millersville.edu) once signed off on by the Office of Financial Aid. The refund will be based on the scheduled refund pending on your account, the amount indicated on this form, and the selection process of your refund.
 - Advanced Refund Requests will not be submitted to the Office of Student Accounts until the first day of the semester and will be accepted up until the end of the add/drop period. Students can submit the request before the semester begins, but the Office of Financial Aid cannot certify the form until the first day of classes.
 - If your request is received by 2pm, the Office of Student Accounts (OSA) will be notified, and they will begin their refund processes.
 - If your request is received after 2pm, it will be processed by the Office of Student Accounts the following day. Refunds can take 2-3 business days from the date it is generated by OSA.
- To expedite the processing of your emergency loan sign up for Direct Deposit online in your Student Account Manager (SAM) at millersville.edu/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 address on record in your Student Account Manager (SAM)*. This process takes approximately **2 weeks** to receive the paper check.

DIRECTIONS TO 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 your refund method.
- Complete any required sections

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.