

## Request For Refund

**Request for refunds are subject to an audit of the student account. Refunds will be given in the form of a check or a refund to the credit card originally used for payment. Example: a credit card payment will result in a credit card refund to the same account number. During peak times, a refund may take 4 to 6 weeks to process.**

<b>Step 1</b>	<b>Student Information (refund check will be sent here)</b>				
Last Name			First Name	UB Person Number	
Address			City		
State		Zip Code		Country	
UB Email			Day Phone Number		

<b>Step 2</b>	<b>Which of the following are you requesting a refund for? (Check all appropriate boxes)</b>			
<input type="checkbox"/>	TAP - NYS Tuition Assistance Program	<input type="checkbox"/>	Tuition Waiver	
<input type="checkbox"/>	Scholarship	<input type="checkbox"/>	Other (Please explain)	

<b>Step 3</b>	<b>Step 3 Refund Payment Option (complete ONLY if refund check is going to another person)</b>
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**Make Refund Check Payable To:**

Last Name			First Name		
Address			City		
State		Zip Code		Country	

**Credit Card Overpayment Information:** A credit card payment will result in a credit card refund to the same account number. If multiple credit cards were used for the payment, a refund, up to the amount of the original payment will be applied to each of the credit cards. *(use only if payment was made by credit card)*

<b>Step 4</b>	<b>Indicate Credit Card Type</b>				
	_____ Visa	_____ Master	_____ Discover		
	Credit Card Number		Expiration Date		

<b>Step 5</b>	<b>Student Signature:</b> _____	<b>Date:</b> _____
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**RETURN FORM TO:**

Student Academic Records & Financial Services, 232 Capen Hall, University at Buffalo, Buffalo, NY 14260-1631  
 (716) 645-2450, Toll free: 866-838-7257, FAX: (716) 645-7771, E-mail: [src@buffalo.edu](mailto:src@buffalo.edu) Updated: 11/13/2009