

Reimbursement Request

Use this form when you would like to request DigiPen Institute of Technology to reimburse a credit balance in your tuition account (excluding Federal Student Aid Credit Balance). This form is to be **completed by the student**.



Student Full Name: **Date of Request:**
Student ID or last 4 digits of SSN: **Phone Number:**
DigiPen Email: **Alternate Email:**

I request a reimbursement of the credit balance in my tuition account (excluding Federal Student Aid Credit Balance):

For the current available credit balance in my tuition account (default) **OR**:

\$

Please explain if you are requesting more than the current available credit balance:

I would like to receive this check by (please check one):

Mail to my Billing Address (default)
 Pick-up from the Office of Accounting
 Mail to (please specify the address):

This check should be payable to (please check one):

Student: myself (default)
 Someone else (please specify name):
 DigiPen Housing, LLC

Process this request (please check one)

Now, or as soon as a credit balance appears in my account (default)
 After a specific date or event (please specify):

Tuition Account Reimbursement Policies

- » Reimbursement checks are made payable in the student's name, unless otherwise instructed by the student on this form.
- » Reimbursement checks may be picked up from the Office of Accounting or mailed to the address of the student's choice.
- » Reimbursement checks maybe issued within 2 (two) to 4 (four) weeks of the latter date of the following:
 - » the date when the credit balance appears in the student's account **OR**
 - » the date when the reimbursement request was received
- » Reimbursement request form must be filled out each time a student requests a reimbursement check.
- » The credit balance that remains in a student account may be applied to future charges unless the student requests a reimbursement check by signing this form.
- » The credit balance left in a student account that becomes inactive through graduation, withdrawal, or other means is returned by mail to the student within 60 days of the change of account status.
- » The student must complete appropriate paperwork for the Office of Financial Aid if the student wishes to have a credit balance returned by the school to the lender of the student loan.
- » The policies described here only apply to the credit balance that remains in the student tuition account after the Federal Student Aid Credit Balance is released to the student or the parent borrower. The FSA Credit Balance is automatically released by the school to the student or the parent borrower within a timeframe set by FSA regulations. The FSA Credit Balance payment checks are mailed to the student's billing address or the parent borrower's loan address. The submission of a reimbursement request form will not affect the calculation or the delivery of the FSA Credit Balance payment.

I have read and understand DigiPen's reimbursement policies.

Student Signature: **Date:**

Reimbursement Request FAQs

Who should submit a reimbursement request?

You should submit a reimbursement request, if all of the following apply to you:

- » you are a student at DigiPen
- » your tuition account has an overpayment by non-federal funds
- » you need a refund

What are federal, and non-federal funds?

The federal funds are the financial aid money that you receive from Title IV Federal Student Aid programs. DigiPen students currently receive Direct Loans, Pell Grant, Supplemental Educational Opportunity Grant (FSEOG), and Work-Study in Federal Student Aid (FSA). All except Work-Study funds are disbursed by crediting the student tuition account. The Work-Study is disbursed in forms of paychecks only.

Any other types of funds that are not a part of Federal Student Aid are non-federal funds. Out-of-pocket payments, private loans, state grants/scholarships, private grants/scholarships, and institutional grants/scholarships are all considered non-federal funds. An overpayment created by non-federal funds can be refunded upon receipt of your signed reimbursement request form.

What happens, if my tuition account was overpaid by federal funds?

When federal funds are disbursed to your tuition account in excess of what you have been charged for tuition and admin/tech fees, the excess will automatically be mailed to your billing address within 14 days of appearance. The federal funds excess is identified as FSA Credit Balance on your tuition account statement. The federal funds excess may also be mailed to your parent borrower, if it was determined a part of Direct Parent PLUS Loan. Submitting a reimbursement request does not affect when, whom, nor where a FSA Credit Balance is released.

I can't tell which funds created an overpayment in my tuition account. Can I submit a reimbursement request anyway?

Yes, you can. If your account shows an overpayment, which you are not certain whether it was a result of federal or non-federal funds, you can still submit a reimbursement request and ensure that the overpayment will ultimately be refunded one way or another. Although a reimbursement request does not affect the release of federal funds excess, it can prompt the school to issue a refund if an overpayment was created by non-federal funds.

How soon will I receive a refund check?

A refund check may be issued in 2 to 4 weeks of the following events, whichever comes later:

- » the date your reimbursement request was received; or
- » the date an overpayment by non-federal funds was posted in your tuition account

The reimbursement requests are processed on a first-come-first-served basis. The average processing of reimbursement request is less than 2 weeks, as long as your account carries an applicable credit balance at the time of request. However, it may take as long as 4 weeks during the first couple of weeks of each semester due to high volume of transactions.

My private loan will arrive in a few weeks. The loan is larger than what I owe to the school. Can I submit a reimbursement request now, or should I wait until the loan hits my tuition account?

You can submit a reimbursement request now. You can write down on the request form, if you wish a refund processed after a certain event, such as, a disbursement of private loan.

My parents overpaid my tuition. Can they fill out a reimbursement request form?

Unfortunately, they cannot. The student is the only person who may authorize the school to issue a refund from his or her tuition account, except for federal funds excess. The student may specify on reimbursement request form, if a refund check needs to be issued payable to another person or mailed to a certain address.

Can I leave an overpayment in my tuition account?

Yes. You can leave an overpayment in your tuition account and have it applied to future dues or reimbursed later, as long as the overpayment was only created by non-federal funds. Should a credit balance remain in your account at the time of graduation or institutional withdrawal, a refund will automatically be mailed to your last known billing address without a reimbursement request.