

Tuition Account 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 and submitted to the Office of Accounting.



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

Section A Answer both questions.

Is this a one-time request, or should this remain effective for a period of time?

Choose One:

This is a one-time request and should expire once a reimbursement check or transfer is processed (default)

This request should remain effective until:

when I submit a new request (default)

the date of (month/day/year):

my graduation or withdrawal from DigiPen

Do you want to transfer the credit balance from your tuition account to housing account? (This does not include federal aid excess.)

Choose One:

No (default)

Yes. I want to transfer the credit balance in my tuition account to housing account:

for up to the balance owed in housing account (default)

for this amount per housing billing cycle:

Section B Do not answer if you only need a transfer to housing account.

Should the reimbursement check be made payable to the student yourself?

Choose One:

Yes. The check should be made payable to the student myself (default)

No. The check should be made payable to Mr. or Ms. or Mx.

Where should the reimbursement check be delivered to?

Choose One:

Mail to my billing address (default)

Mail to: Name: Address: Apt/Unit Number:

City, State, Zip:

Email me when the check is ready, and I will pick it up in person from the Office of Accounting

Tuition Account Reimbursement Policies

- » This request replaces the previous requests that you might have submitted. You may cancel this request at any time by visiting the Office of Accounting or email to accounting@digipen.edu.
- » Once a reimbursement request is submitted, 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
- » 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 Reimbursement requests are not applicable to the excess of Federal Student Aid. If a credit balance is created by both the Federal Student Aid and any other types of payment, a reimbursement request will only apply to the credit balance that remains after the excess of Federal Student Aid was released.

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 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.

I borrowed too much in a private loan, and have some money left in the tuition account. Can the school send this money back to the loan, on my behalf?

Yes, in most cases. Email accounting@digipen.edu and we will work with the Office of Financial Aid to accommodate your request as best as we can.

Please email your questions to accounting@digipen.edu, and a staff member will contact you as soon as possible.