Carnegie Mellon University
Student Accounts Office

Student Refund Request Form

Purpose of this form:

This form is designed for specific student refund requests, including wire transfer-based refunds, scholarship and other financial aid returns. Each of these refunds will be posted through the S3 Admin Console and forwarded to Accounts Payable and / or International Finance for additional processing, as necessary.**This form should be completed electronically.**

Student Information

Student Name: _____
Andrew ID: _____
Entity: _____

Payee Information

Payee Type: _____
Payee Name: _____
Address 1: _____
Address 2: _____
City, State, Zip: _____
Refund Amt: _____ Currency: _____

Payee Bank Account Information

Payee Name: _____
Bank Acct #/IBAN: _____
Bank ID: _____ *ABA Routing # or SWIFT Code*
Bank Name: _____
Bank Address: _____
BSB Code (AUD): _____ Sort Code (UK): _____

Note: Supplier banks which have adopted the ISO International Bank Account Number (IBAN) standard must ensure a complete IBAN number is provided in the account number line. For example, Qatar IBAN numbers are 29 digits in the following format: QAKK QNBA 0000 0000 1234 123456 123.

Student Authorization

Signature: _____ Date: _____

Accounting Information

GL Amount	Object	Funding	Function	Activity	Organization	Entity
	40125	000000	000	000		

Initiator Information

Prepared By: _____ E-mail: _____
Title: _____ Telephone: _____
Department: _____
Signature: _____ Date: _____

Authorization

Name: Adriana Rodgers E-mail: arodgers
Title: Associate Director of Student Accounts Telephone: x.9799
Department: Student Accounts Office
Signature: _____ Date: _____

Internal Use Only

Student Accounts Office Use Only	
Refund amount:	
Batch ID:	
Processed By:	Date:

Accounts Payable Use Only	
Refund amount:	
Oracle Ledger:	
Processed By:	Date: