NSU Florida
NOVA SOUTHEASTERN UNIVERSITY

ENROLLMENT AND STUDENT SERVICES
OFFICE OF THE UNIVERSITY BURSAR
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
(954) 262-5200 | 800-541-6682 | Fax: (954) 262-4131

Refund Check Cancellation/Stop Payment Form

Use this form to cancel or stop payment on a refund check issued to you from your NSU student account. To view refund dates, balances due, and the preferred mailing address on your NSU account, log into **SharkLink**. Submit this completed form by email to *loandisb@nova.edu*, by mail or fax (see contact details above), or deliver it to the One-Stop Shops located on the first floors of the Horvitz and Terry Administration Buildings on the Fort Lauderdale/Davie Campus.

Section I: Cancellation Authorization. Complete A, B, and C.

A. Student Name _____ **NSU ID: N** ___ ___ ___ ___ ___ ___ ___ ___
(Print Name)

B. Please check the one phrase that completes the following statement:

My refund check….☐ was not received but address is correct ☐ was received but later lost or destroyed
☐ was mailed to the wrong address ☐ other: _____

C. I authorize NSU to do <u>one</u> of the following:

☐ Cancel the refund check and re-issue to me Check Date_____ Amount $_____ (Go to Section **III**)
NSU reserves the right to apply cancelled refund check funds to any outstanding balance remaining on a student's account. A maximum of $200 of current term federal aid funds may be applied to prior term charges.

☐ Cancel the refund check, pay balance due, and then re-issue remaining funds to me Check Date_____ Amount $_____ (Go to Section **III**)

☐ Cancel refund check, pay balance due, and return remaining funds to reduce my loan balance Check Date_____ Amount $_____(Go to Section **II** & **III**)

☐ Cancel the refund check, pay to TEACH Grant Check Date_____ Amount $_____ (Go to Section **II & III**)

Section II: Tell us how to return the loan or grant funds. Check boxes and write amounts below:

Fall 202___	**$**_____	☐ Private	☐ Plus	☐ Unsubsidized	☐ Subsidized	☐ Perkins	☐ TEACH Grant
Winter 202___	**$**_____	☐ Private	☐ Plus	☐ Unsubsidized	☐ Subsidized	☐ Perkins	☐ TEACH Grant
Spring 202___	**$**_____	☐ Private	☐ Plus	☐ Unsubsidized	☐ Subsidized	☐ Perkins	☐ TEACH Grant
Summer 202___	**$**_____	☐ Private	☐ Plus	☐ Unsubsidized	☐ Subsidized	☐ Perkins	☐ TEACH Grant

Total dollar amounts indicated for return and amount paid to account must equal the total of the check attached. For Direct Loans, cents will be rounded to the next dollar upon return. If multiple loans are checked for the same term, funds will be returned to clear the balance on loans in the order above from left to right. If both loan and grant return is indicated, loan funds will be returned first.

Section III: Sign, date, and provide contact number and current address.

_____ _____ _____
*(Student Signature) *(Date Signed) *(Daytime Phone Number)

_____
*(Current Mailing Address)

*required

PLEASE NOTE:

- For instructions on how to sign up for direct deposit, visit *nova.edu/bursar/refunds/direct_delivery.html.*
- Allow 5-7 business days for processing.
- If the check has been cashed, a copy will be mailed to your mailing address on file. Bank records (including check records) are not available after 7 years.
- NSU checks are marked void after 90 days. Funds will be returned to the appropriate federal program.
- Direct Loan funds returned to the lender within 120 days from the day of disbursement (to your NSU account) will have the origination fees reduced in proportion to the amount returned.