

***No request will be processed unless form is completed in full.***

Student's Name   
(Please print or type)

Student's Averett ID#: P000  Required\*

**\*\*Credits involving Parent PLUS loans require the approved parent's signature below.**

I understand that, as a result of my financial aid or an overpayment on my student account, I have a credit balance on my account. I would like the excess amount REFUNDED to me. I realize that this does not constitute a change to my Student Authorization Form and that an indication on the Student Authorization Form to hold my credit balance on my account will remain in effect unless a revised Student Authorization is submitted. I also, understand that the full amount of my credit will be refunded unless an amount is indicated \$ .

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\* Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**eRefund** – Refunds will be processed through direct deposit which offers students a faster, secure means of receiving refunds for credit balances after tuition, fees and other fees are satisfied. *eRefund Request Form is still required and will be processed when funds are available.* All subsequent refunds will also be issued by direct deposit.

Follow the instructions below to enroll in *eRefund*:

1. Login to Student login to **PC Self-Service**
2. Click on **Finances** tab
3. Click on **Balance** tab
4. Click on “**Make a Payment**” link
5. When the CASHNet screen opens, click on the “**Click here to enroll in eRefund**” link in the **eRefund** box. Follow the instructions to setup your account.

**Return form to: Averett University, Student Accounts, 420 West Main Street, Danville, VA 24541**  
♦ Fax: (434) 791-7181 ♦ [studentaccounts@averett.edu](mailto:studentaccounts@averett.edu)

Office Use Only

Date form received:

PLUS Loan on acct: No  Yes

Signed up for eRefund: No  Yes