

Updated: 01-01-2021

# STUDENT REFUND WORKSHEET



**Are You Due a Refund?** If you do not receive financial aid, you still may receive money back from the University in the future. After all, you may drop a class or make an overpayment. In recent Terms, many students received federal or state stimulus stipends beyond financial aid or scholarship refunds.

The refund cycle begins by reversing the credit balance on your student myTSU account. The reversed amounts are processed to the student's bank account (or check) on file within 3-5 business

days of the reversal. Student accounts without banking information (and Parent Plus Loans that refund to the parent) are released using a paper check.

**Actively participate in your refund process to ensure accurate delivery each Term. A Refund Checklist is helpful in identifying relevant dates and information.**

STEP REVIEWED	PLANNED PROCESS	NOTES
_____ Confirm your Term Attendance	You myTSU Account	Check your myTSU <i>Term Detail</i> page to confirm that the <b>Yes, I will attend</b> option is no longer visible. <ul style="list-style-type: none"> <li>o If visible, please select either YES or NO to confirm your intended attendance.</li> </ul> <b>Will your Financial Aid post later in the term?</b> You <b>MUST</b> still confirm attendance once the aid actually pays to your account. Otherwise, the system will not recognize and release your refund amounts. <a href="#">Go to: Banner &gt; Student &gt; Student Account &gt; Detail for Term</a>
_____ 1st Day for Financial Aid to Post to Student Account	Bursar Due Dates	Enter your Term date here: _____
_____ 1st Day for Term Refund Release to Bank Account	Bursar Due Dates	Enter your Term date here: _____
_____ Electronic Refund	Released Daily	An active bank account is the most efficient way to receive a school payment. At the start of each Term, confirm that your account on file with the University is still active and your preferred account for refund payments. If in doubt, <a href="#">CLICK HERE</a> to see the deposit account instruction sheet.
_____ Paper Check Refund	Mailed Thursdays	Paper Check Refunds are used for payments when an active bank account is not on file. Items that are returned by your bank as undeliverable are also
_____ Parent Plus Refund (to parent)	Mailed Thursdays	Electronic processing is not available currently. Unless otherwise indicated, payment is mailed to the parent address that is listed in the original loan application process on StudentAid.gov.
_____ Parent Plus Refund (to student)	See Electronic Refunds	Funds process with student's normal refund cycle.

**QUESTIONS? Ask the TSU Bursar Office Staff at [BURSAR@tnstate.edu](mailto:BURSAR@tnstate.edu)**