

# Request to Return Loan Funds



\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Washburn ID

\_\_\_\_\_  
Date

Financial Aid Office  
5724 SW Huntoon Topeka, KS 66604  
(785) 670-3360 • (785) 273-7080 fax  
[tech-fa-info@washburn.edu](mailto:tech-fa-info@washburn.edu)

After loan funds have disbursed to the school, the borrower may request to return all or a portion of the loan proceeds within 14 calendar days. If you would like to return loan funds after the 14-day period, you will need to contact your loan servicer.

Semester:       Fall                       Spring                       Summer

If you have not cashed your refund check from the Business Office, please attach the original check to this form. If you have cashed your refund check or received a refund via direct deposit, you will need to submit a check, money order or cash to Washburn Tech for either the amount of your refund, or for the amount you wish to return to the lender, whichever is less.

Check the appropriate box pertaining to your request:

I want to return the full amount of my:  
 Subsidized     Unsubsidized     Parent PLUS     Private loan   

I want to return the amount equal to the excess financial aid from my student loan refund.

I want to return the amount equal to the excess financial aid from my Parent PLUS loan refund.

I want to return a portion of my:  
 Subsidized     Unsubsidized     Parent PLUS     Private loan   

Amount to Return \$ \_\_\_\_\_

(If you received a refund from the selected loan(s), you will need to write a check made payable to Washburn University for either the amount of your refund, or the amount you wish to return to the lender, whichever is less.)

**Return completed form and payment to the Financial Aid office in Student Services or by mail to the address indicated in the upper right-hand corner of this form. If you are returning funds by cash, please do not mail your payment. Allow 2-3 business days for processing.**

*By signing this form, I approve the Financial Aid Office to make the requested adjustment to my loan(s); and I understand that I will be responsible for any tuition, fees, or other charges that may have previously been covered by these loans. Note: Loan returns must be made in whole dollar amounts. If your return request includes change, your loan return will be rounded up and you will be billed for the difference.*

\_\_\_\_\_  
Student's Signature                      (\_\_\_\_\_) \_\_\_\_\_  
Telephone

\_\_\_\_\_  
Parent's Signature (required for Parent PLUS loan requests)                      (\_\_\_\_\_) \_\_\_\_\_  
Telephone                      SSN # \_\_\_\_\_

**For Internal Use Only**

Cashier received payment \_\_\_\_\_      Email Mary \_\_\_\_\_      FA Return Funds \_\_\_\_\_