

REQUEST FOR REFUND CHECK ADVANCE**PART I: STUDENT BIO/DEMO INFORMATION**

Date: _____ Student ID Number: _____ Campus: _____

First Name: _____ MI: _____ Last Name: _____

Address Line 1: _____ Address Line 2: _____

City: _____ State: _____ Zip: _____

Tel 1: _____ Tel 2: _____ Email: _____

PART II: STUDENT CERTIFICATIONReason for Request: _____ Additional Supporting Documentation Attached

I understand that Long Island University is lending me \$ _____ as an advance on anticipated future disbursements due to me for tuition, fees, room, board, and/or other educational expenses. When those disbursements are issued, they will be used to repay this loan.

However, the amount of expected disbursements is based on the number of credits for which I am currently enrolled as of the date indicated on this form. **I understand that if I drop or withdraw from any courses after receiving this advance, the amount of disbursements due to me may decline, in which case I will owe the University the difference between the amount indicated on this form, and the amount of the disbursements I actually receive.** In that event, the University will present me with a bill indicating the amount I owe, and I will be required to repay the University within thirty (30) days. Should I default in making repayment to the University, I understand that Long Island University may refer my account to an outside collection agency or law firm. Should this occur, I will be responsible for the payment of my remaining balance as well as the fees of any collection agency or law firm, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorneys' fees that the University may incur in such collection efforts.

Signature: _____ Date: _____

PART III: STUDENT DIRECT DEPOSIT REFUNDING

I have also enrolled in direct deposit refunding using my MyLIU account to electronically receive financial aid refunds immediately into the bank account of my choice (please note that detailed instructions on how to enroll can be found here: www.liu.edu/enrollment-services/financial-aid/student-direct-deposit-refunding).

UNIVERSITY REVIEW AND APPROVALS

Amount: _____ Term: _____ Campus Approval: _____

Check #: _____ Date: _____ University Center Approval: _____