



Bursar's Office Budgetary Agreement Form and Refund Request Form

Title 34 Part 5 of the Code of Federal Regulations was established to ensure that federal financial aid is used for its intended purpose and delivered to students in an efficient manner. Signing the following statement and authorization(s) gives the Bursar's Office the written authorization that is needed in handling the student's account with Title IV funds that are related to account charges and credits. The following authorization(s) signed by the student is (are) valid for the award year in which it was obtained.

By signing below, I authorize Concordia University to apply my Title IV funds as appropriate to all legitimate institutional charges* unless I have dropped below half-time enrollment. In such case, my loan proceeds will be returned to my lender and other Title IV aid will be returned to those programs in accordance with federal regulations. Should a credit be generated by these Title VI funds, I authorize the college to:

Student: Please Check One:

- ☐ Retain the credit on my account to assist me in managing my funds for the loan period/academic year. I can request a refund at anytime by emailing studentaccounts@cui.edu. I may rescind this authorization in writing at any time during my enrolled status to request that refunds be generated automatically to me each semester. Title IV credit balances will be refunded automatically to me at the end of my loan period/academic year.
- ☐ Issue a refund check to me within 14 days of the date the credit was created or the first day of classes, whichever is later.
 - In order to be assured your refund check is mailed to the correct address, please complete and sign the Bursar's Office Refund Request Form below. You may also fax this form to the attention of the Bursar's Office at 949-214-3073. If you would like to know your refund amount, please login to Banner Web. After you login, from the Main Menu, select "Student Services", "Student Records", "Account Summary / Student Bill" and select the appropriate term.
 - For security reasons, please make sure that the address you will provide on the Refund Request Form is registered with Concordia University. To add, update or double check an address, please view your information through Banner Web. After you login, from the main menu select "Personal Information". If you are unable to login, please contact the office of the registrar at 949-214-3079.
 - To access Banner Web, please go to www.cui.edu/mycui

Bursar's Office Refund Request Form

Student Name: _____ Name on Check: _____

Mailing Address: _____

I understand that the information above is correct and current with my student records at Concordia University. I also understand that my refund amount is subject to change without notice. Reasons for change include, but are not limited to: Withdrawal from classes, Financial Aid Adjustments, additional fees, music lessons, etc.

Name (print): _____ Date: ____/____/____

Student's Signature: _____ Student ID# E_____

*The U.S. Department of Education requires disclosure of such charges that may be posted to a student's account. Such charges include, but are not limited to: tuition, housing fees, meal plan, property damages, late registration/payment penalties, returned check charges, unpaid charges from a prior term within the award year and minor prior year charges (up to \$100).

In the event that after a student withdraws from the University and the school cannot locate the student to whom a Title IV credit balance is due, the school will return the credit balance to the title IV programs.