FINANCIAL AID

2011-2012 Return of Financial Aid Funds Request

(Loans and Grants)

Processing Steps:

1. Complete the form to request the cancellation/return of your grant and or loan funds
2. Return the funds to the cashier's window in the Office of Financial Operations
3. Attach a copy of your receipt to this form and submit it to the Office of Financial Aid
4. Once your payment is posted to your account by the Office of Financial Operations, your loan will be cancelled or reduced by the amount that was returned.

Additional Information:

- To view the payment posted by the Office of Financial Operations and the loan reduction on your account
  - Logon to Banner Web
  - Click on Student & Financial Aid
  - Click on Student Account Information
  - Click on Statement and Payment History
  - The All tab should be highlighted
  - Please scroll down to view the payments to your account

- To view the awards changes
  - Logon to Banner Web
  - Click on Student & Financial Aid
  - Click on Financial Aid
  - Click on Award By Aid Year
  - Select the Aid Year and Click Submit
  - Click on the Award Overview tab

- If any of the information is incorrect, please send a detailed email to ifinaid@asurams.edu explaining what further adjustments need to be made.

ALBANY STATE UNIVERSITY • 504 COLLEGE DRIVE • ALBANY GEORGIA 31705
TELEPHONE (229) 430-4650 • FAX (229) 430-3936

FINANCIAL AID

2010-2011 Return of Financial Aid Funds Request
(Loans and Grants)

Student's Name: _____ _____ _____ RamID#_____
Last First MI

Demographic Information

1. Date of Birth: _____/_____/_____

2. Permanent Street Address: _____

3. Permanent City: _____ 4. State: _____ 5. Zip: _____

6: Permanent Phone#: ( ) _____ - _____ 7. Mobile Phone#: ( ) _____ - _____

8. Email Address: _____

Return of Loan Funds Information

9. Loan Type - ☐ Federal Direct Stafford Subsidized ☐ Federal Direct Stafford Unsubsidized ☐ Federal Direct PLUS Loan
☐ Federal Direct Graduate PLUS Loan ☐ Federal Pell ☐ Federal FSEOG ☐ Federal ACG ☐ Federal S.M.A.R.T.)

10. Amount Returned:

Fall	Spring	Summer
$_____	$_____	$_____

By signing below, I understand that if I adjust my loan and/or grant award, I will be responsible for any out of pocket costs that I may incur.

11. _____ _____/_____/_____
Student's Signature Date

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