

ADMINISTRATIVE POLICY

Student Refund of Credit Balance

Approval Authority: EMC ET /P Enrollm 4#Bairp Office of the Vice & Žf L E€0DCEæ#wPU€U• u1 T•ŽctXI EŽf t rl à
Provost/Office of Student Accounts

Policy Contact: Executive Director , Office of Student Accounts

POLICY STATEMENT/ REASON FOR POLICY

The Office of Student Accounts (OSA) at Vanderbilt University issues refundable student credit balances each week per the refund schedule for each school and career. These credit balances may be the result of an overpayment of personal funds, financial aid (grant/loan) disbursements, account adjustments or departmental credits/waivers posted to a student account over the course of any given term.

THIS POLICY APPLIES TO

The following policy applies to all Vanderbilt University employees involved in the preparation, creation, review, approval, and distribution of all refundable student account credit balances.

POLICY

A. Timeliness of Refunds

Vanderbilt University will (unless otherwise noted) process refundable credit balances (greater than or equal to \$5) for both enrolled and non-registered students at the start of each term and continue biweekly throughout the remainder of the semester.

B. Refund Recipient

Refunds of credit balances are issued to the student unless otherwise noted. Exceptions include

D. Low Balance Refunds

Credits below \$5 would be applied to future charges for enrolled students

PROCEDURES

Procedure manuals (for internal use only) are housed within the Office of Student Accounts.

ADDITIONAL CONTACTS

Subject	Contact/Position	Office	Phone
Student Account Refunds	Executive Director	Office of Student Accounts	(615) 3226693

HISTORY

Issued: March 2018

Reviewed: April 2022

Amended: April 2022