

2024-2025

Funds Return Request

Office of Student Financial Services
P. O. Box 20036 • Houston, TX 77225
(713) 500-3860 phone • (713) 500-3863 fax
https://www.uh.edu/sfs/

Student ID

Grid for Student ID input

Students or parents have the right to return/cancel all or a portion of Federal Direct, State or alternative loan funds before the disbursement occurs or within 14 days of the loan disbursement date. If you have exceeded the 14-day return period, you will need to contact your Loan Servicer or lender. Students may also cancel or return non-loan funds for the award period.

Submit completed form in-person to the Office of Student Financial Services for processing with a check or money order in the amount you wish to return. Checks/Money Orders should be made payable to: UTHealth.

If requesting a return of funds to reduce or eliminate an over award, contact your financial aid counselor for further instruction.

A. STUDENT INFORMATION

Form fields for Last Name, First Name, Middle Initial, Program, School

B. RETURN INFORMATION

Table with columns: Type of Aid, Term, Amount Returned, Reason for Return. Rows include Subsidized Loan, Unsubsidized Loan, Parent PLUS Loan, Graduate PLUS Loan, College Access Loan (CAL), Alternative Loan, and Other.

\*Round to nearest whole dollar

C. CERTIFICATION AND SIGNATURE

I, \_\_\_\_\_, confirm my acknowledgement of the following:

- I understand the funds will not be returned if the request is submitted after the 14-day return period (not applicable to overaward returns)
I understand that if the loan has disbursed and I request funds to be returned/cancelled, I may owe tuition for the term;
I understand I am responsible for loan fees and/or interest accrued after disbursement;
I understand future disbursements will be cancelled, if applicable;
I understand processing time may be increased during peak periods.

Student Signature (no electronic signatures accepted)

Date

Parent Signature (Parent PLUS loans only)

Date

FOR OFFICE USE ONLY

\*\* Attach copy of check/money order\*\*