



# Student Refund Request

2500 E. Nutwood Ave.  
Fullerton, CA 92831  
(714) 879-3901 x2202  
FAX (714) 681-7421

- 1. Fill out form completely
- 2. Email form to [studentaccounts@hiu.edu](mailto:studentaccounts@hiu.edu)
- 3. Await email confirmation from Student Accounts

Student Name: \_\_\_\_\_

HIU ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_  
*(PO Box not allowed)*

Program:     OUG     GRAD     TUG

Desired Refund Amount:     Full Credit Available     \$ \_\_\_\_\_ (Specify amount)

Method of Delivery:     Direct Deposit in checking account

Name on Bank Account: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account #: \_\_\_\_\_

Routing #: \_\_\_\_\_

Visa Prepaid Card (ALINE Card)

- Additional information including Frequently Asked Questions, will be emailed to you from the University.
- Your prepaid ALINE card, along with the Terms and Conditions, will be mailed directly to you from ADP.
- By signing, you authorize ADP to credit any amounts owed to you, as instructed by the University, by initiating credit entries to your ALINE card.

Important Information to know regarding your refund:

- Refunds will only be issued once a credit appears on the student's account
- No refund advances will be issued
- Current Address must be provided before refund will be approved
- Your Student Account Counselor will contact you if they have any questions.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Refund Amount Approved: \_\_\_\_\_

Cashier Signature: \_\_\_\_\_

Date scheduled to be processed \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

Current Charges confirmed     Pending Charges verified     Confirmed Current Credit is not for future term

Confirmation #: \_\_\_\_\_