

Date _____

To**Attn: Accounting**

DigiPen Institute of Technology
9931 Willows Road NE
Redmond, WA 98052
Phone (425) 558-0299
Fax (425) 629-5047
Email: accounting@digipen.edu

From

Student Name _____

Student ID # or Last 4 digits of SSN _____

DigiPen Email Address _____

Alternative Email Address _____

Phone # _____

I REQUEST A REIMBURSEMENT OF THE CREDIT BALANCE IN MY TUITION ACCOUNT (excluding Federal Student Aid Credit Balance):

for ☐ Current available credit balance in my tuition account (**default**)

or

☐ \$ _____

Please explain if you are requesting more than the current available credit balance

I WOULD LIKE TO RECEIVE THIS CHECK BY (*please check one*)

- ☐ Mail to my Billing Address (**default**)
- ☐ Pick-up from the Accounting Office
- ☐ Mail to (please specify the address) Mr./Ms. _____

THIS CHECK SHOULD BE PAYABLE TO (*please check one*)

- ☐ Student myself (**default**)
- ☐ Someone else: Mr./Ms. _____

PROCESS THIS REQUEST (*please check one*)

- ☐ Now, or as soon as a credit balance appears in my account (**default**)
- ☐ After a specific date or event (please specify) _____

I have read and understand DigiPen's reimbursement policies on the back of this form.

Student Signature _____ Date _____

TUITION ACCOUNT REIMBURSEMENT POLICIES

- ◆ Reimbursement checks are made payable in the student's name, unless otherwise instructed by the student on the request form.
- ◆ Reimbursement checks may be picked up from the Accounting Office or mailed to the address of the student's choice specified on the request form.
- ◆ Reimbursement checks may be issued within 2 to 4 weeks of the latter date of the following:
 - the date when the credit balance appears in the student's account
 - or
 - the date when the reimbursement request was received
- ◆ Reimbursement request form must be filled out each time a student requests a reimbursement check.
- ◆ The credit balance that remains in a student account may be applied to future charges unless the student requests a reimbursement check by signing a reimbursement request form.
- ◆ The credit balance left in a student account that becomes inactive through graduation, withdrawal, or other means is returned by mail to the student within 60 days of the change of account status.
- ◆ The student must complete an appropriate paperwork for the Financial Aid Office, if he or she wishes to have a credit balance returned by the school to the lender of student loan.
- ◆ The policies described here only apply to the credit balance that remains in student tuition account after the Federal Student Aid Credit Balance is released to the student or the parent borrower. The FSA Credit Balance is automatically released by the school to the student or the parent borrower within a timeframe set by FSA regulations. The FSA Credit Balance payment checks are mailed to the student's billing address or the parent borrower's loan address. The submission of a reimbursement request form will not affect the calculation or the delivery of the FSA Credit Balance payment.

Please sign on the front page and return this form to: **Attn: Accounting**

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More information about reimbursement request is available at <https://www.digipen.edu/current-students/accounting/reimbursement-requests/>.