

REFUND REQUEST FOR ACCOUNT CREDITS GENERATED  
BY FINANCIAL ASSISTANCE

Federal aid is not available on your account until just **after** each team enrollment. To receive a refund after federal or W&L financial aid is posted to your student account, please fill out this form and return it to the **Business Office (email to [business@wlu.edu](mailto:business@wlu.edu) or fax number 540-458-8945)**. The instructions below will remain in effect until you cancel them in writing or you are no longer participating in the study abroad program.

W&L is not responsible for any fees that may be charged by your banking institution.

CLASS BEGINS Fall Term \_\_\_\_\_ Winter Term \_\_\_\_\_

REFUND OPTIONS:

**1. AP Direct Deposit** –Do not use CHROME browser. The bank account must be a US bank with an ABA number (ABA – American Banking Association). Log in to **WebAdvisor** and under the **Employees menu** (even if you are a student) in the **Financial Information** section click on **Accounts Payable (non-payroll)**. Choose the Default Bank Account Information line and submit. Fill in the information and agree to the terms and conditions, click submit and you are set.

**2. Check** – Please provide name and address of individual to receive refund. The Refund check may be made out in the name of the student or parent/guardian. Refunds sent by U.S. mail may take five or more days to be received after they have been issued. Please print legibly.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**3. International Wire:** Please provide the Account Holder name and the IBAN (International Banking Account Number) which would be unique to the account as well as the bank name and address. If an IBAN is not available, send the SWIFT/BIC code and account information, as well as the account holder name along with the bank name and address. Lastly, we will need to know the currency to be wired, e.g. EUROS or GBP or USD.

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_

IBAN or SWIFT/BIC \_\_\_\_\_ Account Number \_\_\_\_\_

Please attach the following:

Checking – a voided check or voided copy of a check

Savings – a deposit slip (if applicable)

Name(s) on account as it appears on your check/deposit slip:

\_\_\_\_\_

-----

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(W&L ID#)

\_\_\_\_\_  
(Date)