

Name \_\_\_\_\_

Andrews University ID Number \_\_\_\_\_

Contact info \_\_\_\_\_

Signature \_\_\_\_\_

**REASON FOR REFUND**

☐ Canceling application/deferring enrollment      ☐ VISA denied      ☐ Other \_\_\_\_\_

**REFUND METHOD**

**DISCLAIMER:** It is the policy of Andrews University to refund payments via the original payment method, if at all possible. Online credit card payments will be refunded to the credit card that made the payment. Credit card payments made in person or over the phone, will need to have contact with the cardholder as credit card details are not kept on site. Payments made through TransferMate and/or Flywire will be refunded through them. If there is a reason why refunding original payment method is not possible, contact [sfs@andrews.edu](mailto:sfs@andrews.edu).

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**Office Use Only**

Paid on \_\_\_\_\_ Payment Method \_\_\_\_\_ Payer \_\_\_\_\_ Registration Central \_\_\_\_\_

Refund Amount \$ \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_

Notes: