



UNIVERSITY OF SOUTH FLORIDA

Refund Request OASIS/Banner

For Office Use:	
_____ RFIN	_____ RFND
Semester _____	
Processed _____	
Approved _____	

USF ID #: _____

Name: _____

Phone Number: _____

Email: _____

Amount to be refunded \$ _____

Please select your refund method:

- I would like my refund sent by eDeposit. **You must be signed up for eDeposit on OASIS to use this method.**
- I would like a refund check mailed to me. **I understand that the check will be mailed to my local mailing address on OASIS and it is my responsibility to make sure the address is correct.** (If you have an active eDeposit account you will not get a check.)

Refunds for fees paid by credit/debit cards must be credited back to the card used. Please fill out the Credit Card Refund Request Form and return it to the Cashier's Office.

Processing time for Cash and Check refunds

If paid by:

Cash, money order, certified check- 5 to 10 business days

Personal check- there is a 10 business day waiting period from date check was processed by the University, then 5 to 10 business days

Financial Aid- approval from the Financial Aid Office is required before processing, **unless it's for funds that paid for charges not yet due.** 5 to 10 business days after receiving approval.

Approval of refund depends on type of aid, date of withdrawal/drop and amount of aid in accordance with Financial Aid's Policy on Refunds and Repayments.

Signature: _____

Date: _____

Bring the completed form to SVC 1039. It can also be emailed, faxed or mailed to the address below:

University Controller's Office: REFUNDS

University of South Florida ♦ 4202 East Fowler Ave, ALN147 ♦ Tampa, FL 33620-5800

Email: sfsrefunds@usf.edu ♦ FAX: 813-974-3618 ♦ Inquiries: 813-974-2999