

WELLESLEY COLLEGE

STUDENT FINANCIAL SERVICES

STUDENT REFUND REQUEST FORM

Section I – Required Information

Full Name of Student: _____

Wellesley ID: _____ Unit: _____ Class: _____

Student/Parent Signature: _____ Date: _____

Requested Amount: _____

Please allow 7-10 business days for processing of all refund requests.

Do you have direct deposit?

I have direct deposit (Complete only Section I)

Please note: Your refund will be processed with the bank account on file.

Current direct deposit information can be viewed on MyWellesley under the “Student Employment” tab. Should you need to submit new banking information, please complete a new Direct Deposit form and submit it to Student Payroll, Green Hall, Room 150.

I do not have direct deposit

I would like to pick up a check at the Cashier’s Office (Complete only Section I)
You will be notified via your Wellesley email. A photo ID is required.

I would like to have a check mailed to a Second Party (Complete Sections I & II)

Section II - Complete the following fields ONLY if you do not have direct deposit on file or you are requesting the refund check be sent to a Second Party.

Name of Second Party (if applicable): _____

Address (Number, Street, P.O. Box): _____

Unit/Apartment: _____

City: _____

State: _____ Zip: _____

Province/Country: _____

Authorized Use Only	
Fund 10000	Account 2012
Authorized Amount: _____	
Authorized Signature: _____	
	Date: _____

