



WASHINGTON
ADVENTIST UNIVERSITY

School of Graduate and Professional Studies
REFUND CHECK PROCESS

1. Each Monday Accounting will generate a report from students' account. Students with *credits* on their account will automatically get a check in the mail within 14 days.
2. Students have the option to request the school to hold their credit by completing a FSA form for that school year.
3. Once the FSA form is in our files, students can still request a portion of the funds. Students may complete the check refund request form (green form) and return that form to the business manager in SGPS.
4. Students requesting a refund from a previous semester (before Fall 2014) will need to complete the check request form (white form) from SGPS that is also found on the SGPS section of the website.

All questions pertaining to your student account, please contact the SGPS business manager – 301-891-4090; Email: vrbattle@wau.edu.