

## Request to Return Loan Funds

To return funds to a loan from the current term which has already been disbursed, please complete this form indicating the amount you'd like to return (round the amount to the nearest dollar). You can return funds through MUSC via:

**ELECTRONIC PAYMENT** (preferred & quickest method): Email request form to your Financial Aid Coordinator. Once requested funds have been returned on your behalf you will receive notification via email. You can then log onto your Student Portal and make an electronic payment for the returned amount.

**CHECK:** Form and check made payable to MUSC can be mailed to the Bursar's Office.  
*\*Please allow additional processing time for mail\**

**MUSC Bursar's Office**  
1 South Park Circle  
Building #1, Suite #402  
Charleston, SC 29407

Borrower's Name:

PVID/Net ID:

Semester:

LOAN AMOUNT TO BE RETURNED:

*Certification Statement: Your signature on this document confirms your acknowledgment of the following:*

- *I authorize the MUSC Student Financial Aid Office to return the requested amount to the Department of Education on my behalf.*
- *I understand that if my loan has disbursed and I request a Return of Loan Funds that I will be responsible for paying the balance created for this amount (via attached check or electronic payment).*
- *I understand this form will not be processed if submitted after the allowable timeframe for a cancellation/ reduction.*
- *During peak seasons, processing time may be delayed.*

Borrower Signature: \_\_\_\_\_

Date: \_\_\_\_\_