



2400 CHEW STREET, ALLENTOWN, PA 18104

PLEASE BE SURE YOUR STUDENT ACCOUNT HAS A CREDIT (negative) BALANCE BEFORE
SUBMITTING YOUR REQUEST

STUDENT REFUND REQUEST FORM

In order to expedite a student account refund, this form must be completed and emailed to:

studentaccounts@muhlenberg.edu

REFUNDS are not issued until after the drop/add period.

Keep in mind that refunds are processed once a week. If you opt to pick up the refund, Accounts Payable will send an email once the refund is ready.

***Muhlenberg ID must be presented at time of Pickup**

**Federal PLUS Loan refunds must be sent to the borrower, unless permission on the FAFSA was given for the student to receive it.

Muhlenberg ID# _____ Student's Name _____

Semester: FALL _____ SPRING _____

Please indicate the desired method to receive the refund: Mail Check _____ Pick-up _____

* If not no selection is made checks will automatically be mailed home*

Signature _____

For Business Office Use Only