



LANGSTON UNIVERSITY CREDIT BALANCE REFUND POLICY

It is the policy of the University to apply all financial aid to the student's bursar account, withhold all semester charges incurred (tuition, fees, housing, etc.), and refund the excess, if any. Bursar account credits resulting from a credit card payment are refunded back to the credit card, not to the student.

The **EASY REFUND CARD** Program was implemented at Langston University to provide quicker access to refunds when bursar accounts have credit balances. The refund will electronically transfer to your Easy Refund Debit Card within 24 business hours after the refund transaction appears on your bursar account. Financial institutions have individualized policies when posting electronic transfers to accounts; we encourage students to keep close observation on your Debit Card and keep Debit Cards safe and secure. LU complies with the U.S. Department of Education rules and regulations in accordance with The Federal Student Financial Aid Handbook instructions.

Langston University has taken the position that refunds will be disbursed in accordance to the following schedule for the Langston University Main Campus at Langston, Oklahoma.

- Refunds will run on Mondays and Thursdays. Refunds will be disbursed within 24 - 48 Hours from the date to the Easy Refund Debit Card <http://www.easyrefundcard.com>. If we encounter a system problem, we will rectify the problem and refunds will be run immediately thereafter. An announcement will be posted at the Business Office regarding anticipated disbursement dates if this occurs.

It is the requirement of the federal government to return funds for students who do not complete 60% of the semester enrollment. The University will not be able to pay back funds on behalf of potential borrowers. Additionally, the University must verify that appropriate charges have been applied to the student's account, in order to alleviate balances due to late charges.

The Business Office would like to take the opportunity to thank Langston University students for their cooperation. We are here to assist you. The Business Office has set-up a kiosk with a computer for students to access their accounts in the Business Office. If you have any questions you may contact Alicia Sumlin at 405-466-3212 or 405-466-3213.

Langston University Business Office

July 31, 2011