

Section 06.05.05.07

REFUNDS TO CREDIT CARD

Credit card refunds cannot be issued for more than the original transaction amount and can only be refunded on the card used for the original purchase. In most cases refunds cannot be processed back to the originating card more than 180 days after the initial transaction. In rare instances of refunds beyond 180 days, the department should first verify that the refund has not already been processed. If the refund request has not already been processed, the department should submit a payment of request to Accounts Payable so that a check can be issued.

For refunds or returns for payments made through the student information system, a refund will be made to the card holder via our student refund program.