

# Refund Checks

**Students with a credit balance resulting from federal aid and/or federal loan monies will automatically receive a refund check, after all charges have been covered and a credit exists on their account.**

Students receiving federal loans can expect to receive two email notifications.

1. The first email notification will come from the U.S. Department of Education. This “Disclosure Statement” email will confirm the net loan amount approved for disbursement.
2. The second email notification will come from the Financial Aid Office. This email confirms loan funds have been received by the school and are posted to the student account.

Once loan funds have posted, the refund check process will begin.

**Refund checks will automatically be mailed to the students' campus box, if applicable, or to the students' permanent address. Students are responsible for making sure their correct address is on file in the Office of the Registrar.**

**Timeline:** Refund check processing times may vary for students who have credits from cash, alternative loans, Veteran benefits or other non-federal aid sources. Students with credits from federal aid can expect their refund check to be mailed within two weeks from the date the Title IV aid posts and a credit appears on their student account. **The university is committed to processing refunds and providing checks to our students as quickly as possible.**

Students with credit balances resulting from cash payments must request a refund check to initiate the refund check process by contacting the Student Accounts Office at StudentAccounts@calbaptist.edu .