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## **Processing Individual Student Refunds**


### **Concept**

You use the **Student Refund** page to create an online refund for an individual student. The appearance of the page changes, depending on which refund method you select to create the refund.

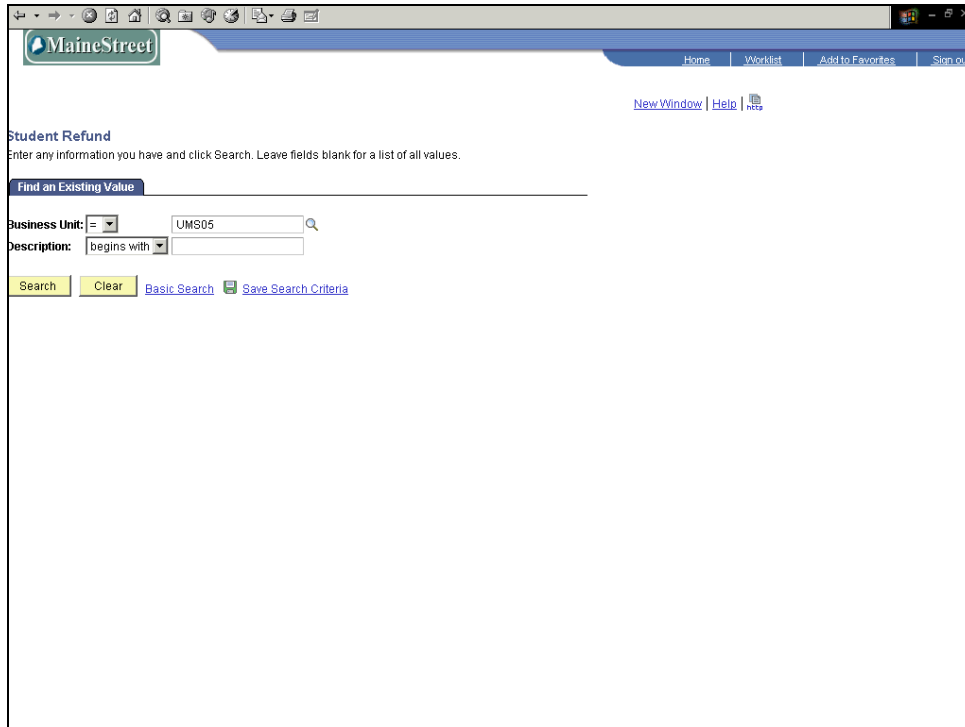
In this topic, you will create and post a refund for an individual student.

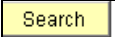
## Navigation



Step	Action
1.	<p>Begin by navigating to the <b>Student Refund</b> page.</p> <p>From the Campus Solutions menu, click the <b>Student Financials</b> link.</p> <p></p>
2.	Click the <b>Refunds</b> link.
3.	Click the <b>Student Refund</b> link.

### Procedure



Step	Action
4.	<p>On the <b>Student Refund</b> page, enter or lookup and select the appropriate <b>Business Unit</b>.</p> <p>When ready, click the <b>Search</b> button.</p> 

# Process Document

## Processing Individual Student Refunds





The screenshot shows the 'Student Refund' page in the MaineStreet system. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this, there are links for 'New Window', 'Help', and 'Customize Page'. The main content area is titled 'Student Refund' and includes a 'Business Unit' field set to 'UMS05'. There is an 'ID' input field with a search icon. Below that are 'Balance' and 'Anticipated Aid' fields. A 'Refund Method' dropdown menu is set to 'Payroll'. A table titled 'Refund Selection' has columns for 'Account Number', 'Term', 'Item Type', 'Item Amount', and 'Item Balance'. Below the table are 'Refund Item Type' and 'Address Type' input fields, and a 'Post Refund' button. At the bottom, there is a link to 'View Refund Check'.

Step	Action
5.	Use the <b>Student Refund</b> page to create an online refund for a student.
6.	Enter the student's MaineStreet ID in the <b>ID</b> field.
7.	Click the <a href="#">Academic Information</a> link to access the <b>Academic Information</b> page where you can view enrollment and personal information for the student.
8.	Click the <a href="#">Student Accounts</a> link to access the <b>Student Accounts</b> page where you can view a student's account activity information.
9.	Click the drop-down arrow in the <b>Refund Method</b> field.
10.	The <b>Refund Method</b> that you select will affect the fields that appear on the rest of the page.  Select <b>A/P</b> if the refund will be processed through Accounts Payable. Select <b>Other</b> if the refund check will be printed in the Bursar's office.  Click on the appropriate option to select it.
11.	The <b>Refund Selection</b> section displays the credit line items available to be refunded.  Select the check box next to each item to include it in the refund.
12.	In the <b>Refund Amount</b> field, the system automatically enters the total amount of the line item here. To include only a portion of the line item in the refund, decrease the amount.



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Step	Action
13.	<p>The <b>Format</b> field refers to the format used to distribute the refund.</p> <p><b>A</b> is for automatic check (select if processing through <b>Accounts Payable</b>) <b>C</b> - credit card <b>D</b> - direct deposit <b>E</b> - electronic check <b>P</b> - paper check (select if printing check locally).</p>
14.	In the <b>Refund Item Type</b> field, lookup and select the appropriate Item Type.
15.	In the <b>Address Type</b> field, lookup and select the appropriate Address Type.
16.	<p>Use the <b>View Refund Check</b> section to view a simulation of a refund check for the amount that you are refunding. Click the <b>Expand section</b> button.</p> 
17.	<p>Click the <b>Post Refund</b> button to post the refund to the student's account. This button is unavailable if you selected a <b>Refund Method</b> of <i>Payroll</i>.</p> <p>Also, if this business unit is set up to require refund approval, the system alerts you to the approval requirement.</p> <p>Click the <b>Post Refund</b> button.</p> 
18.	<p>You have successfully created a refund for an individual student. <b>End of Procedure.</b></p>