





Processing Individual Student Refunds 042808

1.	<p>Begin by navigating to the Student Refund page.</p> <p>From the Campus Solutions menu, click the Student Financials link.</p> 
2.	Click the Refunds link.
3.	Click the Student Refund link.
4.	<p>On the Student Refund page, enter or lookup and select the appropriate <i>Business Unit</i>.</p> <p>When ready, click the <i>Search</i> button.</p> 
5.	Use the Student Refund page to create an online refund for a student.
6.	Enter the student's MaineStreet ID in the ID field.
7.	Click the Academic Information link to access the Academic Information page where you can view enrollment and personal information for the student.
8.	Click the Student Accounts link to access the Student Accounts page where you can view a student's account activity information.
9.	Click the drop-down arrow in the Refund Method field.
10.	<p>The Refund Method that you select will affect the fields that appear on the rest of the page.</p> <p>Select A/P if the refund will be processed through Accounts Payable. Select Other if the refund check will be printed in the Bursar's office.</p> <p>Click on the appropriate option to select it.</p>
11.	<p>The Refund Selection section displays the credit line items available to be refunded.</p> <p>Select the check box next to each item to include it in the refund.</p>
12.	In the Refund Amount 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.
13.	<p>The Format field refers to the format used to distribute the refund.</p> <p>A is for automatic check (select if processing through <i>Accounts Payable</i>) C - credit card D - direct deposit E - electronic check P - paper check (select if printing check locally).</p>
14.	In the Refund Item Type field, lookup and select the appropriate Item Type.
15.	In the Address Type field, lookup and select the appropriate Address Type.



16.	<p>Use the View Refund Check section to view a simulation of a refund check for the amount that you are refunding.</p> <p>Click the <i>Expand section</i> button.</p> 
17.	<p>Click the <i>Post Refund</i> button to post the refund to the student's account. This button is unavailable if you selected a Refund Method 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 <i>Post Refund</i> button.</p> 
18.	<p>You have successfully created a refund for an individual student.</p> <p>End of Procedure.</p>