

Return Check Form

Name: _____ Student ID #: A
Pima Email: _____ Phone #: _____

This form is to be used when a student wishes to return a refund check to PCC. Checks issued by PCC can be returned up to 15 days after the date of issue. Students must complete both sections of this form, attach the voided check, and submit it to any campus Cashier's Office or the District Student Accounts Office. If the student has also received Financial Aid through Pima, the Student Accounts office will notify the Financial Aid Office of the returned check prior to processing. Students should allow 5-7 business days from the date of submission to see any returns processed on their MyPima-Academics-MyAccountManager.

1. Check all that apply:

- I am returning the following refund check(s) to Pima Community College:

Check #	Amount	Issue Date on Check
1.	\$	
2.	\$	
3.	\$	

- I am returning the above check(s) because:

___ My enrollment at Pima has changed

I wish to make changes to my Financial Aid awards. I understand that I must also submit a completed Federal Aid Cancellation/Reduction Form to the PCC Financial Aid Office in order to have my awards changed:

___ <http://pima.edu/paying-for-school/financial-aid/financial-aid-forms.html>

___ Other: _____

- I have received Federal Financial Aid from Pima in the following semester:

___ FALL ___ SPRING ___ SUMMER

2. Read and initial acknowledgement of the following statements:

_____ I understand that this returned check may not cover the entire amount that it owed back to the college and I will monitor MyAccountManager on MyPima for the processing of this return. Typically, this process takes 5-7 business days.
Initial

_____ I understand that if I have received Financial Aid through PCC, my Federal Financial Aid eligibility may be impacted by changes to my enrollment and that I will be responsible for repaying the college and/or the Department of Education for any funds that I have not earned through enrollment.
Initial

Student's Signature

Date

Cashier/Student Accounts Staff Use Only:

Date Received	
Staff Name	