

REQUEST TO REISSUE FUNDS DUE TO A STALE DATED CHECK

Before submitting this form, talk to the Financial Aid Office regarding whether the funds can be reissued or not, as there are federal deadlines that dictate whether funds can be reissued.

NAME: _____ **STUDENT ID NUMBER:** _____

In order to have a refund reissued, you must set up refund preferences with BankMobile. Follow these instructions to set up your bank mobile account:

1. Go to refundselection.com
2. Request a personal code by selecting "I need a code" and following the prompts.
3. Once you put in your code, it will ask for your student ID number and birthday. Please input it
in the following manner: 0123456MMDD (no letters, spaces, or other characters)

If you have the expired check, please return it to Schoolcraft College, Financial Aid, McDowell Center Room 150, 18600 Haggerty Road, Livonia, Mi 48152.

Any attempt to deposit a cancelled check will result in additional fees.

Have you set up your BankMobile preferences? yes ☐ no ☐

Have you returned the check to Financial Aid? yes ☐ no ☐

Valid photo identification is required when submitting this form.

Student Signature: _____ **Date:** _____

****SIGNATURES MUST BE HANDWRITTEN****

FOR OFFICE USE ONLY

Valid Photo ID Verified: yes ☐ no ☐

BankMobile Refund Preferences Selected: _____ Aid Re-Awarded: _____

Date Refund was Requested: _____ FATR/FATP: _____

Processor's Initials: _____ Date Processed: _____

Notes: _____