



## BALANCE RELEASE OPTIONS

According to Federal Regulation FR 72-152, any remaining Federal funds after current semester charges will be released to the student within 14 days of the funds being applied to the student account. These releases will be automatically processed. **Students are responsible for updating their address and direct deposit information; as well as updating their form if circumstances or the desired balance release options change.** If we do not receive a Balance Release Options form completed by the student, university practice is to mail a check to the address on file. At any time students have the ability to change how remaining funds from federal application can be received by completing another Balance Release Options form. Concordia University will keep this form on file.

*Any adjustments made to a student account after the funds have been released will be the student's responsibility and must be paid in full before the outstanding balance hold will be removed.*

**Please note:** If a student wishes to return Federal loan money back to the government, the student must contact our Financial Aid department at 262-243-4569 prior to their disbursement date.

Name: \_\_\_\_\_  
Mailing Address \_\_\_\_\_ F00 \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

### Choose how the refund should be processed:

1. \_\_\_\_ Direct Deposit: Information On File
2. \_\_\_\_ Direct Deposit: New or Change in Enrollment (**Submit a Direct Deposit Form**)
3. \_\_\_\_ Check mailed to address on file
4. \_\_\_\_ Please leave a credit balance on my account (**can only be used for NON-federal aid credit balances**)

An email will be sent to the student **CU email** once the Cash Release has been processed.

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Submit to: Business Office  
Concordia University Wisconsin  
12800 N. Lake Shore Drive  
Mequon, WI 53097  
Fax (262) 243-2967 – this is a direct fax to the  
processor Email – [cashrelease@cuw.edu](mailto:cashrelease@cuw.edu)

Date Received \_\_\_\_\_