



## SCHOLARSHIP REFUND REQUEST FORM

***Proof of scholarship and a copy of the student's school statement or itemized tuition bill reflecting actual credit hours enrolled and tuition and fee charges must accompany this form.***

- Contract benefits can only be applied towards the cost of tuition and mandatory fees, therefore, scholarships intended for expenses other than tuition and mandatory fees do not qualify for a refund. Federal grants are not considered scholarships.
- The College Illinois!® contract Purchaser should complete, sign, and date this form.
- Scholarship refund requests must be submitted **each semester**.
- Upload completed form and proof of scholarship through the Upload Documents section of online account access at collegeillinois.org or mail to College Illinois!, P.O. Box 44030, Jacksonville, FL 32231-4030.
- Questions should be directed to Customer Service at our toll-free number, 877-877-3724.
- All scholarship refunds are issued to the Purchaser of the account and are only processed after the drop/add period of the institution listed on this form. Please allow 3-4 weeks to receive refund.

### Current Contract Information

College Illinois! Account Number \_\_\_\_\_

Purchaser Name \_\_\_\_\_  
Daytime Telephone Number \_\_\_\_\_

Beneficiary Name \_\_\_\_\_

### Scholarship Information

***Proof of scholarship and a copy of the student's school statement or itemized tuition bill reflecting actual credit hours enrolled and tuition and fee charges must accompany this form.***

Scholarship Type (select only one):     Full Scholarship     Partial Scholarship

Scholarship Refund Amount:    \$ \_\_\_\_\_

(If blank, the maximum amount available based on the documents provided will be paid from College Illinois!).

For an accurate and complete payment amount of tuition and fees to be paid to the school from College Illinois!, you can request this scholarship refund be issued to you after the school bills College Illinois! for the student's tuition and fees (if any) for this term. Please select **one** of the options below:

Process this scholarship refund **after** the school bills College Illinois! for tuition and fees for this term.

Process this scholarship refund **now**.

(You may be underpaid or overpaid if the school makes adjustments when they submit the student's tuition bill to College Illinois! this term.)



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### **School Information**

School Name

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City / State

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Term / Year

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Number of Hours Enrolled

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If the Beneficiary receives a scholarship, College Illinois! contract benefits can be held for future use or may be refunded to the Purchaser of the account. If the Beneficiary receives a partial scholarship for tuition and fees, College Illinois! contract benefits can be used to cover the tuition and fees not paid by the scholarship. The amount of the refund depends on the institution the Beneficiary is attending:

- For students attending an Illinois public institution, the refund is based on the current cost of in-state or in-district tuition and fees for the number of credit hours for which the student is enrolled.
- For students attending a private or out-of-state institution, the refund is based on the current average mean-weighted tuition and fees of plan type purchased for the number of credit hours the student is enrolled.

**I certify that I am the legal contract Purchaser, and I authorize College Illinois! to issue a scholarship refund for the above-referenced contract for the indicated term and year.**

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**Signature of Purchaser**

**Date**

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#### **NOTICE**

Purchasers who knowingly supply fraudulent documentation will be denied the opportunity to participate in the program. In the event a College Illinois! contract has been revised based upon fraudulent documentation, the contract will be terminated subject to the assessment of a termination charge up to \$500.