How To Check Your Refund

To check on your refund, you must view your account via the myUCF portal.

Navigate to: Student Self Service > Student Accounts > View your Account

The following screen will appear:

Knights, In urrent Tot	na al Balance: 1,939.45			_	Ŷ
Account T	ype Account Number	Account Balance	Date Opened	Find <u>Vi</u> Account Status Active	ew Ali First 14-20 of 21 D
Tuition	TUITION001 - Spring 2012	0.00	12/06/2011	Active	Account Details
Tuition	TUITION001 - Summer 2012	0.00	04/19/2012	Active	Account Details
Tuition	TUITION001 - Fall 2012	0.00	07/18/2012	Active	Account Details
Tuition	TUITION001 - Spring 2013	0.00	12/05/2012	Active	Account Details
Tuition	TUITION001 - Fall 2013	0.00	07/22/2013	Active	Account Details
Tuition	TUITION001 - Spring 2014	0.00	12/06/2013	Active	Account Details

Click on **View All** to view all accounts and transactions for all terms you have attended at UCF. Tuition, housing, and other items are listed as separate accounts. You may need to click on **View All** link on each screen to find the desired information.

Note: In this example, the term needed is visible and did not require clicking on View All.

Current To	tal Balance: 1,939.45				
Account Type Account Number		Account Balance	Date	Eind Vi Account	ew All First M 14-20 of 21 M Las
Tuition	TUITION001 - Fall 2011	0.00	08/04/2011	Active	Account Details
Tuition	TUITION001 - Spring 2012	0.00	12/06/2011	Active	Account Details
Tuition	TUITION001 - Summer 2012	0.00	04/19/2012	Active	Account Details
Tuition	TUITION001 - Fall 2012	0.00	07/18/2012	Active	Account Details
Tuition	TUITION001 - Spring 2013	0.00	12/05/2012	Active	Account Details
Tuition	TUITION001 - Fall 2013	0.00	07/22/2013	Active	Account Details
Tuition	TUITION001 - Spring 2014	0.00	12/06/2013	Active	Account Details

Click on Account Details of the account or term in question to view/find the refund transaction.

ID: Account Number:	012345 TUITION	6 Knights, 001 - Sprg 2014	Ima		Business Unit Account Balar	UCF01	0.00
Debits:	5,578.00	Credits:	-5,578.00	Applied:	5,578.00	Unapplied:	0.00
Item		Term			Find Amoun	<u>/iew All</u> First Kl	1-3 of 11 Last
Class		Installme	nt ID Last	Activity Date	Balance		
Direct Subsidized	d Loan - Spg	Sprg 2014	1		-1,298.00	Item Details	
			01/1	6/2014	0.00	Currency Detai	Click on Item Detail
Direct Unsubsidi:	zed Loan - Spg	Sprg 2014	1		-4,280.00	Item Details	view Refund Details
			01/1	6/2014	0.00	Currency Detai	<u>I</u>
Refund - Financi	al Aid	Sprg 2014	1		4,253.55	Item Details	
			01/1	6/2014	0.00	Currency Detai	1

The following screen will appear:

This is an example of a Financial Aid Refund, but you can also have a Student Account Refund. The general details are the same for all types of refunds. You may have multiple refunds in one term. After determining which refund you would like to review, click on **Item Details** for that line.

The following screen will appear:

Refund Deta	lis			Rusinges Unit	110501
lb: Item Nbr:	0123456 Knigh 000000000000160	ts, Ima		Refund Nbr:	9999999
Reference Nbr:		Refund:	A/P	Item Type:	70000001020
Refund Status:	AP Interface Created		Refund Address		
Check / Voucher I	info				
	Voucher ID	Gross Refund	Other Deductions		Net Pay
AP Voucher Inforn	nation 9999999	4,253.55	0.00		4,253.55
Account Split for	Refund			Find View	All First 🚺 1 of 1 🖸 La
Account NI	br Account Term	Item Ten	m	Item .	Amount
TUITION001	Spring 2014	Spring 2	014	4	,253.55
Line Details	fund Date			Find View	ALL FIRST KI & OFA KI IN
Nbr	Posted Effective	Billed Due	GL Posted	Status	Amount
1	01/16/2014 01/16/2014	02/04/2014 02/18/20	014 01/16/2014 8:00:07PM	Active	4,253.55
Refund Details				Find View	1 First KI 1-2 of 2 DI La
Nbr Description	Account	Nbr Account Te	rm Item Term	Format	Line Amt
1 Direct Subsi	dized Loan - Spg TUITION	1001 Spring 2014	Spring 2014	Dir. Dep.	1,298.00
2 Direct Unsul Spg	bsidized Loan - TUITION	1001 Spring 2014	Spring 2014	Dir. Dep.	2,955.55
Return				$\backslash \uparrow$	or Check
	This describes where	the	This is refun	s how money will ded - Check or vi	be

The **Posted** date is the **Refund Date**. The **Description** of where the money came from may not include all of your financial aid as some of your disbursements could have been used to pay debts. To find out if all your aid was disbursed, wait 24 hours, and then view your fee invoice to see if you still have an **Estimated Financial Aid Deferment** amount yet to be disbursed. Wait until after 5:00pm to see if the refund will be in the form of a check or in direct deposit (**Dir. Dep.**). The **Refund Details** will display **Check** until the transaction processes, which occurs around 5:00pm on the day of the refund.

Important Information

- 1. Always wait 24 hours from the day of disbursement to allow the disbursement process to finalize before checking to see if all your aid has been disbursed.
- 2. You must view the fee invoice via the myUCF portal and navigate to: Student Self Service > Student Accounts > Fee Invoice, then select the term.
- 3. If you expect a check in the mail, make sure to update your current mailing address at least one business day before funds are scheduled for disbursement.
- Change your mailing address via the myUCF portal and navigate to:
 Student Self Service > Student Center, then scroll down to the Personal Information section, click on Mailing Address, then click edit by the mailing address. Please Save after updating.
- 5. If you expect a refund to be direct deposited, you must ensure to have set up for <u>direct deposit</u> with UCF at least one business day before funds are scheduled for disbursement.