



VA Chapter 31 - Veteran Readiness and Employment

Student Refunds:

Student refunds are available **if** you have a credit balance after your financial aid and Veteran's Benefits have been applied to your Martin University student account. If you choose to leave your credit balance on your student account to apply to the next semester's charges, please contact the Bursar's Office.

PROCEDURE

Each semester to be financially settled, your attendance must be confirmed by the registrar. Be sure to attend the first week of class as it is requirement for all students.

The Martin University's school certifying official will send an invoice to the VA **after** the 20th class day of the semester to request payment of the VA Chapter 31 funds.

After the 20th class day of the semester, check your Martin University student portal for information about your credit balance. Your refund will be sent to you within 14 days of the date of your credit balance.

Each semester there are two refund options:

1. If you are set up for direct deposit, the Bursar's Office will send the refund directly to the designated bank account. Direct deposit takes two business days to be processed.
2. If direct deposit information is not submitted to the Bursar's Office, your refund will be placed in the USPS mail to the address that we have on file with the university. You can

update your contact information with the registrar's office if needed to ensure accuracy of address.

Important Information:

- Confirmation of attendance will be **required each semester** to be financially settled and for the Bursar's Office to begin to process a refund when you are receiving Chapter 31 benefits.
- Direct deposit refunds are not sent automatically by the Bursar's Office until all charges have been paid and there is a true credit balance on the student account created by financial assistance.
- The student is responsible for any overpayment of Chapter 31 benefits incurred because of a change in schedule. (i.e., If the VA has paid your tuition and mandatory fees for the semester or quarter and then you change your schedule and a Lab/Course Fee is refunded on your Martin University student account, you may owe that \$50.00 back to the VA).