



GEAR UP Virginia Scholarship Refund Form

Complete this form and attach it to the refund check (one form per student).

GEAR UP Refund Policy: Institutions must notify the GEAR UP Virginia scholarship administrator before processing any refunds to confirm that a refund is required. Refunds must be returned via **check only** and in a timely manner. Checks should be made payable to **Virginia College Savings Plan** and should include a description referencing the GEAR UP Virginia scholarship. Multiple refunds may be combined on one check; however, you must complete one form per student.

Please note: If we receive a check that is processed incorrectly, we may choose to return the check to the institution for reprocessing. Refunds processed via EDI will not be accepted.

Institution Name: _____

Institutional Contact: _____

Email Address: _____

Telephone Number: _____

Enclosed is a check in the amount of \$ _____ for the returned GEAR UP Virginia scholarship funds for the student below.

Academic Year: _____

Student Name	SSN or Student ID	Refund Amount	For which term(s):			
			Fall	Winter	Spring	Summer
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reason for refund: _____

Make checks payable to Virginia College Savings Plan and mail to:

SCHEV-GEAR UP Virginia Scholarship
Attention: Tierney McAuley
101 N. 14th Street
James Monroe Building, 10th fl
Richmond, VA 23219

By signing this form you agree to adhere to the above GEAR UP refund policy and are certifying that the above information is true and correct to the best of your knowledge.

Signature: _____

Date: _____