**TEXAS A&M UNIVERSITY - COMMERCE**

**Procedure for Stale Refund Checks with Title IV Aid**

**Stale refund checks can result from:**

1. Refund checks issued by Higher One which have not been cashed after 180 days.
2. Refund checks issued by the University

**For refund checks issued by Higher One which have not been cashed after 180 days:**

**Step 01**

Higher One will return the refund to the University after 180 days.

**Step 02**

* Student Accounts will immediately attempt to contact the student.
* If the student can be contacted, arrangements will be made to get the refund to the student.
* This will mean a refund check will be produced for pick up or to be mailed.

**Step 03**

* The check will be monitored to see if it is cashed.
* If the check has not been cashed within 60 days the student will be contacted again to make them aware that the refund check will be stopped and that Financial Aid will be contacted regarding cancellation of the refund.
* Financial Aid will then review the student’s aid situation and adjust or cancel Title IV aid as needed. Title IV monies will then be returned to the Department of Education.

**For refund checks issued by the University which have not been cashed after 180 days:**

**Step 01**

* The Office of Financial Reporting and Accounting will produce a quarterly list of refund checks that have reached the 180 day point but are still not cashed.

**Step 02**

* The list will be provided to Student Accounts so it can be determined whether the refund check includes any Title IV funds.
* Student Accounts will immediately attempt to contact the student.
* If the student can be contacted, arrangements will be made to get the refund to the student. This will mean a refund check will be produced for pick up or to be mailed.

**Step 03**

The check will be monitored to see if it is cashed. If the check has not been cashed within 60 days the student will be contacted again to make them aware that the refund check will be stopped and that Financial Aid will be contacted regarding cancellation of the refund. Financial Aid will then review the student’s aid situation and adjust or cancel Title IV aid as needed. Title IV monies will then be returned to the Department of Education.