

FINANCIAL AID REFUND AUTHORIZATION INSTRUCTIONS

EXPLANATION OF THE AUTHORIZATION PAGE

In order to receive a refund for Federal Title IV funds, **Question #3** of the authorization page questions must be answered correctly.

Please follow the steps below:

- Logon to AMC web site (www.atlm.edu)
- Click on Student Portal located at the top of the page
- Click on Enter Secure Area
- Key in your User ID and PIN number
- Click on Student Services & Financial Aid
- Click on Financial Aid
- Click on Student Authorization
- Scroll down to **Question #1 Federal Funds Authorization** and select **Authorized** from the drop down options
- Scroll down to **Question #2 Prior Year Charges Authorization** and select **Do Nothing** if the current status is not in **Authorized**, if the current status is in **Authorized** you must select **Rescind** from the drop down options
- Scroll down to **Question #3 Credit Balance Authorization** and select **Do Nothing** if the current status is not in **Authorized**, if the current status is in authorized you must select **Rescind** from the drop down options
- Click submit
- The next page will confirm your selections, if everything is correct submit, if not reset and the change then submit
- The next page will be your confirmation page
- Close your confirmation

Beginning Summer Semester 2009, all student refunds, including Financial Aid refunds, will be disbursed to students via HigherOne's Easy Refund Program. All students should activate their HigherOne Easy Refund Card even if they do not receive Financial Aid since refunds for withdrawals and overpayments will also be disbursed through the HigherOne Easy Refund Program.

Additional information about the HigherOne Easy Refund Program can be obtained from the following websites:

<http://www.learnaboutone.com>

<http://www.easyrefundcard.com>

If you require additional assistance, please contact the Office of Student Accounts.