

## U.Plan Distribution Refund Form

U.Plan proceeds should be applied to the student’s account to pay for tuition and mandatory fees only. This form is used when the school is refunding all or a portion of the student’s U.Plan payment to MEFA.

**Student’s Name:** \_\_\_\_\_ **Social Security Number:** x x x - x x - \_ \_ \_ \_

**Academic Year:** \_\_\_\_\_

**Refund Amount** (as calculated below): \$ \_\_\_\_\_

**Reason for Refund:** \_\_\_\_\_

If a portion of the U.Plan payment is credited to the student’s account, please complete the U.Plan Refund Calculation listed below. Please refer to the U.Plan Distribution Roster for the applicable student as it provides information needed to calculate the refund amount. If you need a copy of your school’s U.Plan Distribution Roster, please contact a U.Plan representative at 800-449-6332.

**U.Plan Refund Calculation**

A	<b>U.Plan Amount to Credit to Student Account:</b> This amount is listed on your U.Plan Distribution Roster and includes School Contribution.	\$
B	Usage of U.Plan Amount to Credit to Student Account: This is the actual U.Plan amount applied by the school to credit the student’s account solely for tuition and mandatory fees*.	\$
C	Usage Rate is determined by dividing (B) by (A) ( <b>Usage Rate needs to display with six decimal positions.</b> )	
D	<b>U.Plan Payment Amount:</b> This amount is listed on your U.Plan Distribution Roster and does not include School Contribution.	\$
E	Usage of U.Plan Payment Amount – determined by multiplying (C) and (D)	\$
F	U.Plan Distribution Refund Amount – determined by subtracting (E) from (D)	\$

*\*Does not include Room and Board*

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

Please send a check payable to the U.Plan, along with this completed form to:

MEFA  
 Attn: Claudia Niles  
 U.Plan Records Administration  
 60 State Street, Suite 900  
 Boston, MA 02109

If you have any questions, please contact Claudia Niles at 617.224.4811 or [cniles@mefa.org](mailto:cniles@mefa.org).