

**FLORIDA DEPARTMENT OF EDUCATION
REFUND TRANSMITTAL FORM
FOR
STATE SCHOLARSHIP AND GRANT PROGRAMS**

3 DIGIT INSTITUTION CODE: _____

INSTITUTION: _____

FINANCIAL AID PROGRAM: _____

TERM: _____ ACADEMIC YEAR: _____

BRIGHT FUTURES DROP/WITHDRAWAL REFUNDS: \$ _____

FOR BRIGHT FUTURES REFUNDS ONLY: Please indicate the subtotal from the TOTAL REFUND below which reflects Dropped/Withdrawn hours only. These refunds are due within 30 days of the end of the academic term.

TOTAL REFUND: \$ _____

Mail the Refund Transmittal Form and your check to:

**Florida Department of Education
DOE Comptroller
325 W. Gaines Street, Room 944
Tallahassee, Florida 32399-0400**

DEADLINES FOR SUBMISSION OF REFUNDS

All repayments of unused funds from the preliminary disbursement are due within 60 days of the last day of the regular registration (drop/add) period. If your institution does not have a recognized registration period (open enrollment), the repayment of unused funds is due 60 days after the first day of classes.

Financial Aid Officer's Signature

Date