
Refunds and Additional Payments for Training Grants July 2018

How can the Financial Aid Office (FAO) provide a refund to the Division of Vocational Rehabilitation (DVR) for an overpayment?

If DVR has sent a check for a student to the school and the student drops a course or dis-enrolls from school, DVR will follow any established policies for refunds including pro-rated refund policies. Contact the DVR staff person via messaging in the FAO Portal to notify DVR of the pending refund.

To process a refund by US mail, send to:

DWD DO – Bureau of Finance
Accounts Payable – Cashier
PO Box 7946
Madison, WI 53707-7946

Include the DVR consumer name, case number (if available), and reason for the refund along with the check so that it can be routed correctly.

DVR Staff: Please notify the appropriate staff in CCP via email when a vendor payment is expected.

Note: Refunds must be applied to the term budget in which it occurred and cannot be applied to the next terms budget.

How can DVR make an additional payment to the school?

Additional funds must be applied to the term budget in which it occurred and cannot be applied to the next term's budget.

If additional funds are requested, an exception must be completed. In these cases, DVR staff will complete a purchase order outside of the TG portal.