

## INSTRUCTIONS FOR SUBMITTING AN ACTUARIAL EXAM OR VEE FEE REIMBURSEMENT

1. Submit the following items in person to Kathy Mellick, HLH 425Y, **within 2 weeks** of receiving your **official** results (official exam results arrive about 8 weeks after taking an exam):
  - a. Hard copy of your receipt from when you registered for the exam or submitted the application for VEE credit, this should show your name, what you registered for, and the amount you paid; and
  - b. Hard copy of your official grade for the exam or official transcript that shows the exam or VEE credit earned.
  - c. If your results come in summer or over winter break, you have until 4:00 p.m. on Friday of the second week of classes the following semester to submit this information to Kathy Mellick.
  
2. Update the following items in MyRed:
  - a. Under “Student Accounts”, make sure you have added a bank account to receive financial aid refunds by direct deposit. To set this up, go to “Student Accounts”, click on “Enroll in Direct Deposit”, scroll to the bottom and click “ADD”.
  - b. Make sure that you have an accurate address stored in MyRed, you can check under “Student”, “Home”, and scroll down to your “Profile”, if your current and permanent address are not correct, then click “Update Profile” and make the necessary changes.
  
3. Extra notes regarding reimbursements:
  - a. If you have a balance on your UNL student account, then your exam/VEE fee reimbursement will be applied to that balance.
  - b. If you do not have a balance on your UNL student account, then your exam/VEE fee reimbursement will be directly deposited into the account set up in MyRed to receive financial aid refunds by direct deposit.
  - c. If you do not have a balance on your UNL student account, AND you do not have a bank account set up in MyRed, your check will be mailed to the current mailing address on record in MyRed. If there is no current mailing address, it will be sent to the permanent address.

### GRADUATING SENIORS

If you take an exam during the last eights of your final semester, you can submit for reimbursement within two weeks of receiving your official results.

If you took a VEE course your final semester, you must apply for VEE credit before the end of the month you graduated, and submit for reimbursement within two weeks of receiving your official notice that VEE credit was granted.

In order to be reimbursed, you must keep a bank account valid in MyRed or make sure your address is correct in MyRed.