



*Office of Student Financial Services*

### **Student Account Refund Request Form**

**Print Student Name:** \_\_\_\_\_

Your refund is available when you have a credit balance on your student account. If for some reason charges are incurred on your student account or your financial aid is reduced after your refund is processed, you are responsible for the balance due to Southern Vermont College.

Although the Student Accounts Office processes refunds as quickly as possible, students should not plan on using their refund check to pay their rent or living expenses if living in an off-campus residence. The Student Accounts Office cannot guarantee that a refund check will be ready by a student's rent or bill deadlines.

Refunds will only be issued to the student, with exception to those students who have Federal Parent PLUS loans, or TMS payment plans on account. In those instances refunds will first be issued to the holders of the PLUS Loan or TMS Payment Plan, but not exceeding the amount applied to the Student Account.

If checks are not picked up within 5 business days at the Student Accounts Office, they will be mailed to the permanent address on file. Students should direct any questions regarding the status of their refund check to: [studentaccounts@svc.edu](mailto:studentaccounts@svc.edu)

**Please return this form to the Student Accounts Office. Complete and submit this form to Student Accounts every time you would like a refund.**

**Student:**

\_\_\_\_\_ I would like my refund as soon as funds are available on my student account.

**Student Signature:** \_\_\_\_\_

*By signing this form I understand and agree to Southern Vermont College's Refund Policy.*

**Parent:**

**PLUS Loan Title IV Authorization (For parents/guardians ONLY):**

\_\_\_\_\_ I authorize SVC to release excess PLUS Loan funds to my child at their request.

**Borrower's Name:** \_\_\_\_\_

**Borrower's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For more information regarding Southern Vermont College's Refund Policy please visit [www.svc.edu/studentaccounts](http://www.svc.edu/studentaccounts).