

## One Stop

2500 North River Road | Manchester, NH 03106-1045 | Phone 877-455-7648 | Fax: 603.645.9667 | [my.snhu.edu](http://my.snhu.edu)

### Credit Balance Authorization Form

**If you are receiving financial aid, you must complete this form.** A student may request a refund through one of the options that are listed below. **This authorization will remain in effect as long as you, the student, attend SNHU unless rescinded in writing.** Any changes or updates to this form must be submitted to the One Stop in writing. Authorizations or changes made to this form become effective on the date the written notification is received and cannot be applied retroactively. For compliance purposes, any blank responses or failure to submit this form implies that SNHU will return funds to the student and his/her authorization will **default to OPTION 2** (see below).

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Student ID Number

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Student's Last Name

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First Name

#### Please indicate your student type:

ESL    Day    UG Continuing Education and Online    Graduate (centers and online)

**OPTION 1: I may request a refund at any time, when a credit balance occurs on my account. For compliance purposes, I understand:**

- A credit balance will remain on my account until requested or the end of my financial aid award year, whichever comes first.
- I authorize SNHU to use current award year funds to cover any related educational expenses and future terms.
- Additional form information may be obtained at any SNHU center or downloaded from our website by visiting: [www.snhu.edu](http://www.snhu.edu).

**Please Note:** To request a refund, the **SNHU Refund Request** form will need to be completed, signed and returned to the One Stop

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**OPTION 2: I request a full credit balance return to be automatically issued to my SNHUOne card whenever a credit balance occurs on my account.**

I understand:

- It is still my responsibility to ensure prompt payment is made of all prior and future charges when selecting this option.
- Should I not comply with SNHU payment/credit policies, my account will be placed on hold and I will not be allowed to register for additional classes.
- Interest will accrue on any unpaid balance at 18% APR; excess of allowable charges will be returned to me.
- Exceptions may apply to those students who receive Parent Plus loan disbursements

**Please Note:** By choosing this option, you **DO NOT** need to submit a **Refund Request form**.

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Signature:

Date: