

Credit Balance Authorization form

Southern New Hampshire University/Office of the Bursar
2500 North River Rd.
Manchester, NH 03106

Each student receiving financial aid is required to complete this form. A student may request a refund according to one of the options 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 This authorization will remain in effect as long as you, the student, attend SNHU unless rescinded in writing.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 Offices of the Bursar or Financial Aid 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 OPT2.

Student ID Number

Student's Last Name

First Name

Please circle your student type:

ESL DAY CONTINUING EDUCATION (includes Online) GRADUATE (includes 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 (Student links-Student forms-Credit Balance Authorization Form).

Please Note: To request a refund, the SNHU Refund Request form will need to be completed, signed and returned to the Bursar's Office.

Signature:

Date:

- 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 is made payment 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.

Signature:

Date: