

Office of the Bursar

2500 North River Road | Manchester, NH 03106-1045 | Phone (603) 668-2211 | Fax (603) 645.9667 | www.snhu.edu

Refund Request Form

(Please read this form carefully before completing)

- Please allow at least 2-3 weeks for refund processing from the date your disbursement/funds/financial aid is received by the school AND applied towards your student account.
Loan recipients should refer to lender paperwork for anticipated disbursement date(s).
Refunds are available on Mondays, by way of your SNHUOne card (Higher One) only, after 3:00pm.
Refunds are sent to Higher One for disbursement to the student only. A student MUST activate their SNHUOne card in order to access and receive a refund.
See below for additional information.

Please Print (Illegible forms will not be processed) Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you an International Student? [ ] Yes [ ] No
(If "yes", BEFORE submitting a refund request, our office must have a domestic address on file for you or receive wire transfer information in order to process an account refund).

Student Type: [ ] Evening student (CE) [ ] Graduate (GP/GF) [ ] Undergraduate Day student (CU/UD)
[ ] Community Eco. Dev. (CED)

Amount Requested \$ \_\_\_\_\_ From: [ ] Student Account
(Please specify an amount or write "balance")

A payment made by a credit card is returned and/or refunded to the original paying credit card.
Credit Card: (Please include entire credit card Number AND the expiration date).

Type: MC / Disc. / Visa / AMEX Credit card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Please verify that you have a credit balance on your student account prior to submitting this form.

Mail or fax this form to: SNHU/Office of the Bursar-Refunds
2500 North River Road
Manchester, NH 03106
Fax # (603) 645-9667

Additional information

- All refunds are payable to the name on the student account.
o Exceptions may apply to those students who receive Parent Plus loan disbursements.
A student may update/change their refund preference or check the status of their SNHUOne card through Higherone by visiting their website at www.SNHUOneCard.com or contacting directly at 1.877.663.6161.
Statements/Invoices can be viewed and are available online through PenPal.
This form may be downloaded online by visiting http://www.snhu.edu/362.asp.
For more details or information regarding our refund policy/procedures and refund schedule, please visit our website at http://www.snhu.edu/393.asp.

I have read and understand the information on this form: \_\_\_\_\_
(Student Signature Required)

Office Use Only
Voucher Number \_\_\_\_\_ Amount of Refund \$ \_\_\_\_\_ Initials \_\_\_\_\_ Date Verified \_\_\_\_\_