



## Student Account Refund Request Form

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

**Date:** \_\_\_\_\_

Your refund will not be available until 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 the 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 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 3 business days, they will be sent 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). For more information regarding Southern Vermont College's Refund Policy, please visit [www.svc.edu/studentaccounts](http://www.svc.edu/studentaccounts).

**Please choose one of the following options below and return this form to the Student Accounts Office. No student refunds will be processed without this form on file.**

\_\_\_\_\_ I would like to keep my credit balance on account for the Spring 2014 semester. If there is a remaining credit balance at the end of the Spring semester, that balance will be refunded.

\_\_\_\_\_ 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.*