

One Stop

2500 North River Road | Manchester, NH 03106-1045 | Phone 877-455-7648 | Fax: 603.645.9667 | my.snhu.edu

Credit Balance Authorization Form

All financial aid recipients must complete this form and select a refund preference authorization from the two options listed below. This authorization will remain in effect as long as you continue to be enrolled at SNHU. You can make a change or update by re-submitting this form. Authorizations or changes made become effective on the date this form is received and processed. Updates and changes cannot be applied retroactively.

Please choose one option from the following

(Students with an international address on file must choose option 1; you will not receive a SNHU OneCard. Students with a domestic address on file may choose either option 1 or option 2; you will receive an SNHU OneCard)

- ☐ **OPTION 1: I may request a refund at any time, when a credit balance occurs on my account. The refund will be issued to my SNHU OneCard.**

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 financial aid award year funds to cover any related educational expenses and future terms within same academic year.
- Additional form information may be obtained at One Stop or downloaded from the student forms section on mySNHU
- I will need to submit a **SNHU Refund Request Form** each time I wish to receive a refund from a credit on my student account.

- ☐ **OPTION 2: I request the full credit balance refund to be automatically refunded to my SNHU OneCard per the refund schedule on mySNHU**

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 and credit card payments.

Note: By choosing option 2, you DO NOT need to submit a Refund Request form unless requested by an authorized One Stop staff member.

Student ID: _____ Last Name: _____ First Name: _____

Signature _____ Date _____

(Incomplete forms received will not be processed)