



COLLEGE OF THE HOLY CROSS

Refund Request Form

RETURN FORM TO: Bursar@HolyCross.edu from the student's Holy Cross email account

You may leave a credit balance on your tuition account to reduce the amount of future family contributions or personal payments. Or, you may request a refund of all or part of your credit balance by completing this form.

PLEASE COMPLETE THE FOLLOWING Please Print Clearly

Date of Request Student ID

Student Name

Amount to be Refunded

DIRECT DEPOSIT IS THE DEFAULT REFUND METHOD

Do you have Refund information set up in Touchnet?

We can no longer process electronic refunds from financial aid unless the account holder is clearly identified in TouchNet. The account holder's name must be identified under "Name on Account" and "Save Payment Method".

If Yes, what is the "Name on Account" in TouchNet?

Is the Refund Flag in TouchNet set to "Y"?

OR

If No, a paper check will be issued

Please Make Check Payable To

ADDRESS CHECK SHOULD BE ISSUED TO STREET CITY STATE/ZIP

Relationship of Payee to Student

*PLEASE NOTE: Refunds will NOT be processed based on anticipated credits. If you have anticipated scholarships or loans, your refund will be processed upon receipt of these funds. The College will not issue refunds to third parties, i.e. loan agencies, banks, companies. Plus Loan and MEFA Loan refunds must be issued to the borrowing parent unless written instructions to do otherwise are submitted each semester. Student loan, grant, and scholarship refunds must be issued to the student. If the student lives on campus or is an off campus student and does not want an electronic refund, then the refund will be issued in a paper check and sent to the student Holy Cross PO Box. Refunds from 529 disbursements are issued to the student. The student is encouraged to consult with their parents regarding the completion of this form so that all parties are in agreement with regards to the return of excess funds.

PLEASE ALLOW 7-14 DAYS FOR PROCESSING YOUR REFUND. THANK YOU.

Student Signature Date

FOR OFFICE USE ONLY

Select Reason for Refund:

- Overpayment, Status Change, HC Scholarship, Outside Scholarship, Outside Loan, Stafford Loan, Holy Cross Loan, Plus Loan, MEFA Loan, TMS Payment Plan, SEOG, Pell Grant, Gilbert Grant, Gear Up, Withdrawal, Leave of Absence, Senior, State Scholarship

Does this refund result in a balance due? Yes No

Processed By

Approved By