



## REFUND REQUEST FORM

Student Financial Services · Smith College · College Hall · Northampton MA 01063 · fax (413) 585-2566 · email [sfs@smith.edu](mailto:sfs@smith.edu)

Please submit this form if you have an **actual** credit on your student account. Notes: a) Refunds are not processed for pending credits, b) Refund processing for Fall & Spring begin one week prior to the start of classes, and c) Refunds based on Federal PLUS Loans follow instructions of parent borrower provided in PLUS application.

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_

**Amount of Refund Request. Check/fill in one of the following:**

- \$ \_\_\_\_\_
- Full Amount of Credit

**Type of Refund. Check one of the following:**

- I have direct deposit set up with the College in Workday. Standard policy is to refund via direct deposit.

Requests for exception to standard process:

- Request/Paper check mailed to my address on file with the College.
- Request/Paper check mailed to a third party ex. parent, etc. (529 Plan Providers excluded)

Student

Signature \_\_\_\_\_ Date \_\_\_\_\_