

REQUEST FORM FOR CREDIT REFUNDS

Your account has a credit balance due to an overpayment, from the deposit of excess student financial aid or student/parent loans. Please indicate below how you want this credit handled. Federal regulations require a signature in order for Mount Union College to hold these credit funds on your account.

Please indicate how you want your credit balance handled and return this form to the Office of Business Affairs within ten days. (Before you can receive a transfer of funds, the tuition contract must be signed and returned and loans must be applied for and approved. A refund cannot be given until the funds are actually received by the College.)

\_\_\_\_\_ Leave the credit balance on my student account

\_\_\_\_\_ Transfer the credit to my Purple Plus Card

\_\_\_\_\_ Transfer all the credit    \$ \_\_\_\_\_ Transfer a Portion of the credit

\_\_\_\_\_ Refund the credit balance

\_\_\_\_\_ I will pick up the check in the Business Office

\_\_\_\_\_ Mail the check to : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I give permission for Mount Union College to refund proceeds from my Parent Plus Loan to my son/daughter:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID Number

Mount Union College  
Office of Business Affairs  
1972 Clark Avenue  
Alliance, OH 44601