

Centenary College of Louisiana

REFUND REQUEST FORM

I understand there is or might be a credit balance left in my student account

*Payment received by credit card will be credited back to the same credit card.

(Please check one of the following options:)

When a student requests a refund for an outstanding credit balances it will be returned to the student in the form of a refund check. * Also note that, with the exception of Parent/PLUS loans*, any credit balance will be refunded to the student regardless of who remitted the payment to the student account (e.g., parent grandparent). *If a Parent PLUS Loan overpays a student's account and a refund is requested, the refund check will be issued in the PLUS Loan borrower's name unless that borrower requests otherwise.

_____ Please **Hold** the credit in my account until I request it in writing.

_____ Please **Transfer** the credit in my account to:

Amount: \$ _____

_____ *Please **Process a refund** and mail it to my Campus Box.

_____ Campus Box #

_____ *Please **Process a refund** and mail it to the following address:

_____ Street or Post Office Box

_____ City State Zip Code

Date: _____

Name: _____

ID #: _____

Signature: _____