

Please complete form and submit to:
Marietta College Student Accounts
215 Fifth Street, Marietta, OH 45750



Marietta College

REFUND REQUEST FORM

Your account has a credit balance from overpayment or from the deposit of a student loan. Please indicate below your preference for handling the credit.

Student Name _____ Student Number _____

\$ _____ Refund the Credit Balance

Please check one:

Mail to home address: _____

Hold for Pick up _____

PLEASE PROCESS THIS REQUEST FOR A CREDIT BALANCE REFUND.

Statement: The best of my knowledge, all charges and fees due the College have been paid in full. I understand that changes and adjustments to my account may occur as my student status changes. My financial aid award and adjustments may be made to my student account based on my student status. I understand that if financial aid credits previously posted are reduced or removed, I may owe the College even after I have received the Credit Balance Refund. I also understand that all adjustments will appear on my student account statement and that if any valid adjustment creates an amount due the College, subsequent to this refund, it is expected to be paid by the due date of that statement.

I certify that I have read, understand, and agree with the above statement.

Student Signature: _____ Date: _____

PARENTS/GUARDIANS: The above named student is my ward. I certify that I have read the above Statement and understand its contents. I understand that if the College releases this Credit Balance, even if created through the proceeds of a **Federal PLUS Loan**, the refund will be made payable to the parent/borrower unless otherwise indicated below. Please issue the refund as requested.

Please check one:

I wish for my student to receive the remaining credit balance.

I wish to receive a refund of any credit balance.

Parent/Guardian

Print Name _____

Signature: _____ Date: _____

****FOR OFFICE USE ONLY****

AR Type: _____

Voucher #: _____

Approved By: _____

Date Approved: _____

Amount \$ _____

Due Date: _____
