

ST. NORBERT COLLEGE CREDIT REFUND REQUEST

Credit balance refund requests completed and received in the Bursar Office prior to noon Wednesday will be processed and available Friday after 8:00 am. **Any request via email must include this form as an attachment and be received from the student's SNC email address**—any sent by Personal or non-SNC email will not be honored.

Please note that refunds are issued starting on the 2nd week of the semester. For students on semester-long study abroad programs, refunds are issued the second week of your official program start date.

Name _____ ID # _____

Permanent Address:

Street Address _____

City/State/Zip _____

Student Signature

Date

Handling Instructions for your refund (please check one)

_____ Pick up in Bursar office, TWH 128

_____ Mail to suite # _____

_____ Mail to your permanent address (Above)

_____ DIRECT DEPOSIT** (A message will be sent to your SNC email when processed)

**In order to receive your refund request via direct deposit you must have a completed "*Student Credit Refund ACH Authorization Form*" on file with the Bursar Office. This form can be found at <http://www.snc.edu/bursar/documents.html>

All refund checks/direct deposit will be made payable to the student and any charges (bookstore, course schedule change, etc.) to the account prior to the refund date will be applied to this credit. Please refer to your Knightline account for your current account status.

Questions on your College account? Please contact the Bursar Office at 920-403-3002, 1-800-597-3922, or bursar@snc.edu.

For Office Use Only:

Refund Processed By: _____ Date: _____

100200-122900 Refund Amount: \$ _____