



/Hold Credit Balance or Request Refund

STUDENT INFORMATION	
Southeast ID #: <u>SO</u>	
Student Name: _____	Phone Number: _____

Complete either Section A or B

A) HOLD CREDIT BALANCE
<p>I request any credit balance to be held on my Southeast student account.</p> <ul style="list-style-type: none"> Any interest earned by the University on credit balance funds will not be credited to my account. I may rescind this request and authorization at any time by providing written, dated documentation to the University (submitted to Student Financial Services). If no end date is indicated, this request and authorization remains in effect until the date the University receives dated documentation officially rescinding this request and authorization. <p>Start Date: _____ End Date: _____</p>

B) REFUND CREDIT BALANCE
<p>In requesting a refund of a credit balance, I understand Southeast’s refund policy published in the University’s Schedule of Classes, Bulletin, and on the Student Financial Services’ website at semo.edu/sfs.</p> <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> Refunds can be delayed for payment made by personal check or Web (ACH) payment. Refunds are normally issued within a three-week period following receipt of the request. <p>Reason for Refund</p> <p><input type="checkbox"/> Financial Aid has applied to my account, and I wish to have the credit balance (if any) refunded to me.</p> <p><input type="checkbox"/> I have withdrawn from the University, with an effective date of _____.</p> <p><input type="checkbox"/> Other: _____</p> <p>Method of Refund</p> <p><input type="checkbox"/> I wish to have my refund directly deposited to my account. <ul style="list-style-type: none"> A direct deposit authorization must be on file with the university. </p> <p><input type="checkbox"/> I wish to have my refund mailed. I understand that for security, the permanent address on file with the University will be used as the mailing address.</p>

SIGNATURE
<i>I am authorizing Student Financial Services to process my credit as indicated above.</i>
<p>_____</p> <p style="text-align: center;">Student Signature</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</p>