

# REFUND OF CREDIT BALANCE



Refunds on a student account can be made only if the account has an actual credit balance. Refunds will not be issued on credits created by "expected financial assistance."

**Please allow 7 – 14 days to process your refund.**

To be completed by the student:

Student Name: \_\_\_\_\_ ID#: 4 0 \_\_\_\_\_

Please make my refund payable to:

Student **or**  Name: \_\_\_\_\_

Send payment to:

Campus Mailbox **or**  Off Campus Address:  
\_\_\_\_\_  
\_\_\_\_\_

Amount requested:

Full Available Amount **or**  \$ \_\_\_\_\_ (Not to exceed actual credit balance on account)

Statement: To the best of my knowledge, all charges and fees due to the College have been paid in full. I understand that changes and adjustments to my financial aid award and my student account may occur. I understand that if my 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 to 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.**

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / 201 \_\_\_

Submit completed form by walk-in to Kingston Hall, Room 236 or mail to:  
Harvey Mudd College  
Office of Student Accounts  
301 Platt Boulevard  
Claremont, CA 91711

If you have any questions please call (909) 621-8107 or email student\_accounts@hmc.edu.

**\*\*\*\*This form must be completed each time a refund is requested\*\*\*\***

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## For office use only:

Credit Balance: \$ \_\_\_\_\_ Journal Number: SA \_\_\_\_\_

Tot\_Code: BLRC Date Completed: \_\_\_ / \_\_\_ / 201 \_\_\_ Detail Report Included: