

# Credit Refund Policy

## Credit (Book) Advance:

The Office of Student Financial Services may process a credit advance up to a certain allocation every semester before financial aid posts. **To receive a credit advance, students must have a valid anticipated credit on the account and all required documentation must be complete.**

Students may begin to request credit advances two weeks prior to the start of the semester. The funds will be available on or around the first day of the semester.

### TRADITIONAL UNDERGRADUATE STUDENT CREDIT ADVANCE POLICY

Full-time traditional undergraduate students can request up to \$500 in a credit advance in \$100 increments for the Fall and Spring semesters.

### ADULT UNDERGRADUATE/ GRADUATE CREDIT ADVANCE POLICY

If <b>currently attending</b> 3 credits	- \$100 credit advance
If <b>currently attending</b> 6 credits	- \$200 credit advance
If <b>currently attending</b> 9 credits	- \$300 credit advance
If <b>currently attending</b> 12 credits	- \$400 credit advance

If attending classes in the second half of the semester, please contact the Office of Student Financial Services two weeks prior to the start of the next round of classes.

## Refund Requests:

Students have the option to apply credit advances/refunds to their Marist Money account, to request a check, or to request an eRefund to have the funds deposited into their bank account.

To request a refund, students should log into **myMarist**, hover over the “**Student Financial Services**” tab, hover over “**Billing**” and then click “**Refund Request**.”

Students will have the option to enroll in eRefund from this page as well. Please note that once enrolled in eRefund, refunds are not automatic; students must still request a refund via the “Refund Request” online form.

Students who request a check refund can choose to have the check mailed or held for pick up in the Office of Student Financial Services in Donnelly Hall Room 200. All mailed checks are sent to the permanent address of record. **If the student has not picked up their check from the Office of Student Financial Services after 21 days, it must be mailed to the permanent address of record.**

## Credits from a Parent PLUS Loan:

Parent PLUS loan funds are applied to the student's tuition, fees, room and board, and other school charges before other financial aid. If the PLUS funds exceed billable charges, the parent will receive the excess credit as a check, unless he or she authorizes the amount to be released to the student as indicated on the PLUS loan application. All loan funds must be used for the student's education expenses.

## Refund Check Schedule \*

<b>If Requested By:</b>	<b>Available:</b>
Monday, Tuesday or Wednesday by 2PM	Friday after 2PM ( <i>Proper ID required for pickup</i> )
Thursday or Friday by 2PM	Tuesday after 2PM ( <i>Proper ID required for pickup</i> )

\*Exceptions: Holidays, severe weather, technical difficulty

All refunds are subject to review and will be processed upon approval. This may result in delays while processing.