

Barnard College  
Bursar's Office  
3009 Broadway, New York, NY 10027  
Phone: (212) 854-2026 Fax: (212) 280-8941

### Student Refund Request

Refund may take 7 to 10 business days once the funds are available on the student account.

Student Name \_\_\_\_\_ Student BCID# \_\_\_\_\_  
(Please Print)

- DIRECT DEPOSIT:** only available to the student's US bank account. (Separate authorization form required.)  
(If you have previously authorized direct deposit of your refund, all future refunds will be directly deposited regardless of the choice you make in this form.)
- FLYWIRE/WESTERN UNION:** Payments made through Flywire or Western Union will be refunded through Flywire or Western Union by the original payment method/currency.

**PAPER CHECK:** Make Check Payable To \_\_\_\_\_

**Mail Check:**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Local Phone Number: \_\_\_\_\_

**Hold Check (The check will be held at the Bursar's window. An email will sent to the student's BC email once the check is available for pick up.)**

- A refund will be issued only if your student account has a **CREDIT BALANCE**.
- If the credit balance is created by a **Federal Parent PLUS Loan** or a **Payment Plan**, the refund check will be made payable to the parent/payer unless we have a written authorization from the **PLUS Loan borrower/tuition payer** to make the check payable to another party.
- Credits created by pending **TMS Payment Plan** will not be refunded until the plan is paid in full for the semester. Instead, you may reduce the plan at [www.barnard.afford.com](http://www.barnard.afford.com).
- The **Direct Deposit Authorization Form** is available in person at the **Bursar's Office**.
- A student needs to submit the **Direct Deposit Authorization** only once. The authorization will remain in effect until the College receives written notification from the student to terminate the agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>FOR OFFICE USE ONLY</u></b>	
AP TYPE: SRF	
VOUCHER NUMBER _____	REFUND AMOUNT _____
AR TYPE _____	AR CODE _____ TERM _____
Approved By _____	Date _____
Comment _____	

Picked Up By _____	Date _____
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