

Barnard College
Bursar's Office
3009 Broadway, New York, NY 10027
Phone: (212) 854-2026 Fax: (212) 854-3888

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 bank account. (Separate authorization form required.)

(If you have previously authorized direct deposit of your refund, all future refunds will be direct deposits regardless of the choice you make on this form.)

OR

PAPER CHECK: Make Check Payable To _____

I Request

\$ _____ of my credit balance.

All of my credit balance (after current charges are deducted).

Signature _____ Date _____

Mail Check:

Address _____ Local Phone _____
(Please Print)

City _____ State _____ Zip Code _____

Hold Check (The check will be held at the Bursar's window. An email will be 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 TMS Plan, the refund check will be made payable to the parent/payer unless we have written authorization from the PLUS Loan borrower or tuition payer to make the check payable to another party.
- 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.

FOR OFFICE USE ONLY

AP TYPE: SRF

VOUCHER NUMBER _____ REFUND AMOUNT _____

AR TYPE _____ AR CODE _____ TERM _____

Approved By _____ Date _____

Comment _____

Picked Up By _____ Date _____