

INFORMATION ABOUT CREDIT BALANCE REFUNDS

After all necessary adjustments have been made to a student's account; any resulting credit over \$100 will be returned in the form of a refund check. Federal regulations require that credit balances resulting from a Federal PLUS disbursement be refunded to the parent borrower unless a written authorization is on file allowing the credit balance to be released to the student or held on the student's account. Such an authorization must be on file for each Federal PLUS loan borrowed. If the student's expenses are covered by a formal billing arrangement between the College and the student's employer, a government agency, or other sponsor, credit balances will be refunded to the third party sponsor. In all other cases, credit balances on a student's account will be refunded in the name of the student.

In order to retain a credit balance on the student account to help offset future semester costs, please submit the below authorization to the Cashier and Credit Office. An authorization to hold a credit balance for use of future semester costs must be submitted each semester. Any remaining credit balance after the semester is complete will be refunded unless a new authorization form has been submitted.

If you have any questions or concerns regarding this process, please contact the Cashier and Credit Office at (503) 768-7829, or cashiers@lclark.edu.

Authorization to Hold Credit Balance

STUDENT NAME (print): _____ Student ID#: _____

Lewis & Clark is authorized to hold the credit balance on the student account to help offset _____ semester costs. I acknowledge that any remaining credit balances will be refunded after the above listed semester is completed unless a new authorization form has been submitted.

I understand that I may rescind, in writing, this authorization at any time.

Federal PLUS Loan credit balance (parent borrower signature required):

Parent Name: _____
Parent Signature: _____ Date: _____

All other credit balances (student signature required):

Student Signature: _____ Date: _____

Please mail this document to: Lewis & Clark
0615 SW Palatine Hill Rd. MSC 150
Portland, OR 97219

Or submit as an email attachment to cashiers@lclark.edu, or fax to 503-768-7908