



North Park University
Authorization to Hold a Federal Student Aid Credit Balance

A federal student aid credit balance is created when the amount of aid/payments on a student's account is greater than the amount of charges assessed to the student's account.

North Park University will automatically issue a refund for the credit amount on a student's account UNLESS s/he contacts Student Administrative Services to request that their funds remain on their account to pay for future charges.

By signing this form, you are authorizing North Park University to hold your credit balance on your account. Your account will be coded as "do not refund" once this form has been received by Student Administrative Services, and will remain in that status for the current academic year.

if a credit remains on your account at the end of the academic year, and the credit is the result of excess federal/state financial aid, then the refund will be sent to you as we cannot keep the credit on your account for longer than the current academic year.

Should you wish to receive your credit balance at a later date, as these are funds to which you are entitled, you must submit your request in writing to Student Administrative Services. Your request can be sent via email to financialaid@northpark.edu.

Once your written request has been received, your account will be updated and a refund issued.

Authorization

I voluntarily authorize the University to hold and manage my credit balance as described above.

Printed Name

Student ID

Signature

Date

Please return completed form to the Financial Aid Office at financialaid@northpark.edu
or by fax at (773) 634-4051