

# Marist College Credit Refund Policy

## **Refund requests via phone**

Refund requests over phone - check is made payable to the student and mailed to permanent address of record.

## **Refund requests in person or via email**

Refund requests made in person - proper ID is required, and a Refund Request form must be signed.

Refund requests made via email preferably from the student's Marist email account to [studentfinancialservices@marist.edu](mailto:studentfinancialservices@marist.edu) - must include student's name, Campus Wide ID (CWID) and amount.

The student has the option of having the check mailed or held for pick up in the Office of Student Financial Services in Donnelly Hall Room 200. All mailed checks are to the permanent address of record.

## **Third Party Refund Requests**

Must be made in person and proper ID is required. Student must complete the Third Party Refund Request form. The check will be mailed to the person listed on the refund request form.

## **For those requests with Tuition Pay or Key Education Resources Payment Plans:**

Full Year Payment Plan:

- Fall Refund – 5 payments must be paid before Fall refund may be requested. (June 15 – October 15 payments)
- Spring Refund – 10 payments must be paid before Spring refund may be requested. (June 15 – March 15 payments)

## **Refund Check Schedule \***

If requested by:

Monday or Tuesday by 3PM	available	Friday after 1PM
Wednesday or Thursday by 3PM	available	Tuesday after 1PM
Friday by 3PM	available	next Friday after 1PM

\*Exceptions: Holidays, severe weather, technical difficulty