



REFUND REQUEST FORM

Student Financial Services · Smith College · College Hall · Northampton MA 01063 · fax (413) 585-2566 · email sfs@smith.edu

Please submit this form if you have an **actual** credit on your student account. Notes: a) Refunds are not processed for pending credits, b) Refund processing for Fall & Spring begin one week prior to the start of classes, and c) Refunds based on Federal PLUS Loans follow instructions of parent borrower provided in PLUS application.

Student Name _____ Student ID# _____

Amount of Refund Request. Check/fill in one of the following:

- \$ _____
- Full Amount of Credit

Type of Refund. Check one of the following:

- I have direct deposit set up with the College in Workday. Standard policy is to refund via direct deposit. *Requests for exception to standard process:*
- Request/Paper check mailed to my address on file with the College. Mail is delayed due to pandemic.
- Request/Paper check mailed to a third party ex. parent, etc. (529 Plan Providers excluded)
- Request/Bank wire. Only international students studying outside the U.S. are eligible for this option.

Student Signature _____ Date _____

<STOP> Complete the following (as applicable) ONLY if you requested an exception in the refund type above:

Third Party Information. If you checked that you are requesting a paper check be mailed to a third party.

3 rd Party Name
3 rd Party Address

Foreign Bank Wire Information/International Students. Complete asterisks* as minimum needed to process bank wire.

Send Bank Wire To (Beneficiary):

Account Name*	
Account Number*	
Description	Payment from Smith College
By Order of	
Currency*	

Bank Contact Information:

Name	
Phone	
Fax	

Wire Information

Bank Name*	
Branch*	
Address line 1*	
Address line 2	
City*	
Province	
State	
Country*	
Postal Code*	

Swift ID*	
Routing Code: Ex: Sort Code: ABA, Transit #, BLZ	
Sort Code	
IBAN	
Other	
Bank Instructions: Ex: For Further Credit to, Please notify beneficiary...	