Smith SSW students may be advanced up to $2,000 of anticipated funds against a pending refund. The purpose of this is to allow access to pending refund monies for education/living expenses while the loans creating such refunds are being processed. The advance amount is posted to the student’s tuition account as a charge, thereby reducing an expected refund. Student Financial Services (SFS) authorizes the advance and posts the charge.

Only one advance is allowed prior to each Bill_Pay Period and is processed no earlier than three weeks prior to the standard refund date for that Bill_Pay Period. Also, an advance will not be processed unless all loan requirements needed to disburse the loan are met and confirmed by SFS in a timely manner.

Student Name: ___________________________    Student ID#: _______________________

Email Address: ___________________________    Phone #: ___________________________

Advance Amount Request: $_____________ (max $2,000)

☐ Request for Bill_Pay Period 1

☐ Request for Bill_Pay Period 2 (if applicable)

By signing this form, I acknowledge that I have read and understand the terms and restrictions explained above and agree to them. If for any reason the amount that I am advanced is not covered by the credits on my account, such as in the event of a withdrawal, I understand that the amount advanced to me will be my responsibility and will be owed to the college immediately.

_________________________________________ __________________________
Signature of Student                        Date

COPY: Nancy Subocz of Student Financial Services