



FREED-HARDEMAN
UNIVERSITY

158 East Main Street Henderson, TN 38340
Email: finaid@fhu.edu / Fax: 731-989-6775

Request for Credit Balance on Student Account

For full credit, check here:

OR note specific amount requested: _____

Semester and year of request: _____

Print First Name: _____

Print Middle Name: _____

Print Last Name: _____

Funds will not be available for release until at least one week after the drop-add date of the student's sixth hour of courses, no exceptions. The refund request must be in by Friday at 5:00pm for a direct deposit to be processed on the following Friday. All paperwork for refund requests may be emailed to finaid@fhu.edu or faxed to 731-989-6775. Refunds are direct deposited so you must also complete a Direct Deposit Authorization Form. This refund request must be submitted each semester a refund is requested.

The student agrees that any balance above the amount owed that is available to be withdrawn and remains on his or her account for 1 year, without any activity, may be removed by the University if any discounts or unfunded aid provided by the University created the positive balance.

By signing, the student agrees on the acknowledgment of and compliance to all above.

Signature _____ Date _____



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Student Refund Direct Deposit Authorization Agreement

I authorize Freed-Hardeman University and the financial institution listed below to electronically direct deposit into my:

- Checking
- Savings Account

Semester and year of Agreement

Bank Name _____

City _____ State _____ Zip Code _____

Routing Number _____

Account Number _____

This form will lose legitimacy at the end of each semester. A new authorization agreement, along with a new Request for Credit Balance form, will need to be completed for any future student refund direct deposit. A copy of this Student Refund Direct Deposit Authorization Agreement will be provided by Freed-Hardeman University, upon request, to the above financial institution.

All students, new and/or returning, requesting a direct deposit refund may deliver a voided check or written confirmation of routing and account number from their chosen financial institution each academic year with this form. Freed-Hardeman University will recognize the aforementioned financial institution information as valid until the end of each semester. If the student does not provide a voided check or written confirmation of routing and account number then Freed-Hardeman University is not liable for any incorrect information provided.

Funds will not be available for release until at least one week after the drop-add date of the student's sixth hour of courses, no exceptions.

By signing, the student agrees on the acknowledgment of and compliance to all above.

Student may attach a voided check in the shaded area after reading the agreement

STUDENT NAME (PLEASE PRINT)

DATE

SIGNATURE