

**CREDIT BALANCE REQUEST FORM  
FOR FEDERAL DIRECT PLUS RECIPIENTS**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Parent Name: \_\_\_\_\_

**Please read carefully and check ONE of the following:**

\_\_\_\_\_ If my PLUS creates a credit balance on my son/daughter's account, then please issue a refund check in my name. The Federal PLUS proceeds **MAY** be used toward payment of phone charges, room damage fees, health service requests, sports equipment fees, library fines, library printing charges or chemistry breakage fees which may be applied to the student tuition account.

\_\_\_\_\_ If my PLUS creates a credit balance on my son/daughter's account, then please issue a refund check in my name. The Federal PLUS proceeds may NOT be used toward payment of phone charges, room damage fees, health service requests, sports equipment fees, library fines, library printing charges or chemistry breakage fees. I understand that my son/daughter will be billed directly for all of these charges incurred this year.

\_\_\_\_\_ If my PLUS creates a credit balance on my son/daughter's account, then please issue a refund check in my son/daughter's name on whose behalf I have borrowed a Federal PLUS.

Address to mail check:

\_\_\_\_\_  
\_\_\_\_\_

I understand that this authorization is effective as of the date received by the University and remains in effect during the entire period my son or daughter is enrolled at the University of Rochester or until such time that I cancel or change my authorization. I further understand that I may cancel or change this authorization at any time. If I have authorized the University to use the Federal PLUS proceeds toward payment of charges other than tuition, required fees, room and board, I understand the University may use the Federal PLUS proceeds to pay for previously authorized charges that were incurred before I canceled or changed this authorization.

\_\_\_\_\_  
Parent Borrower's Signature

\_\_\_\_\_  
Date

We require this form to process your credit balance, if applicable. The credit balance will be processed by the Bursar's Office once all financial aid has been credited. The Bursar's Office does not issue cash advances for the purpose of purchasing books. **Please return this form to the Bursar's Office using the address listed below.**

P.O. Box 270037  
Rochester, New York 14627-0037  
e-mail: bursar@admin.rochester.edu  
(585) 275-3931 FAX: (585) 461-3356