



Unity College Student Refund Policy

Unity College will provide eligible students who possess a credit balance on their student account with a refund periodically throughout the year. Credits can be the result of overpayment, reduction in charges, or additional Financial Aid. All refunds are made payable to the student unless indicated otherwise by the student in writing. The one exception to this policy is when the credit balance results from the disbursement of a Federal Direct PLUS loan and the borrower has requested on the loan application the credit be payable to them vs. the student. These refunds will be processed automatically and disbursed to the PLUS loan borrower up to the amount of the PLUS loan disbursement.

Every effort is made by Unity College to verify the accuracy of all refunds issued. It is strongly recommended students and parents also verify the accuracy of any refund and immediately report any discrepancies to the Business Office.

Enrolled Students

Timing of refunds will vary each semester depending on the official start date of each semester and the date in which the credit is established on the student account. The processing time can be as long as 30 calendar days after the start of classes. *Students using their refund to assist them with off-campus living expenses must take this into consideration to be sure their expenses will be covered until refunds are available.*

Title IV refunds must follow the Federal regulations and supersede the Institutions student refund policy. These regulations can be found at

<http://ifap.ed.gov/fsahandbook/attachments/1516FSAHdbkVol4Ch2.pdf>

Refund Delivery Methods

- **Direct Deposit** – Students with a checking or savings account may now have their refund directly deposited into their account. Direct Deposit can result in a faster delivery of a refund. You may sign up for direct deposit by completing the “[Student Account Refund Direct Deposit Agreement Form](#)” and returning it per instructions noted on the form. This request will be used for the initial and any subsequent refunds unless the student revokes it in writing.
- **Paper Check** -Students who do not have an alternate delivery method in place will receive a paper check. *Paper checks can take up to a week longer to process due to the manual process of producing a paper check.* The Business Office will promptly e-mail each student to inform them

when the check is ready for pick up. Refund checks not picked up within 21 days will be mailed to the students billing address.

Non-Enrolled Students are sent eligible refunds approximately 30 calendar days after the last official day of class each semester. The Director of Student Accounts ensures all billing activity has been accounted for and posted to the students account before any refunds are processed, such as:

- 1) "Unity Dollars"
- 2) Resident Hall Damages

Once all billing activity has been accounted for the refunds are then processed and mailed to the students billing address unless a prior alternative delivery method has been chosen.

Please note that if an account credit:

- Is the result of a payment via personal check, a refund will not be processed for at least 15 business days from the receipt of a personal check.
- A credit balance resulting in part, or in full from a credit card payment, the Business Office reserves the right to issue the refund to the appropriate credit card accounts. Any residual credit will be issued in the appropriate delivery method.