

# Northeastern University

## Student Financial Services

354 Richards Hall  
 360 Huntington Ave  
 Boston, MA 02115

fax: 617.373.8222  
[studentaccounts@northeastern.edu](mailto:studentaccounts@northeastern.edu)  
[studentfinance.northeastern.edu](mailto:studentfinance.northeastern.edu)

### Refund Authorization Form

**(This form is not a Refund Request Form)**

I hereby authorize the student indicated below to request and receive a refund from their tuition account. The credit in the account is the result of a loan and/or payment plan for which I am the borrower/bill payer, as indicated below.

Note that this authorization to release funds to the student listed below remains in effect for the duration of the student’s Northeastern University career.

I understand that I may, at any time, amend or withdraw this authorization to release future funds by notifying the Office of Student Accounts in writing at [studentaccounts@northeastern.edu](mailto:studentaccounts@northeastern.edu).

|   |  |
|---|--|
| Date Completed                          |  |
| Borrower/Bill Payer Name (Please print) |  |
| Borrower/Bill Payer Signature           |  |
| Student Name                            |  |
| Student NU ID                           |  |

**Please note that to request a refund, the student must also submit a Refund Request Form through their student myNortheastern Portal at [my.northeastern.edu](http://my.northeastern.edu).**

For Office Use Only:

|                    |     |  |    |  |
|--------------------|-----|--|----|--|
| Processed By       |     |  |    |  |
| Date Processed     |     |  |    |  |
| CRR in Queue/Date  |     |  |    |  |
| CRR Processed      | Yes |  | No |  |
| Additional Comment |     |  |    |  |