



CREDIT BALANCE AUTHORIZATION FORM

A credit balance results when the total credits posted to a student’s account exceeds the total charges applied to the account for a specific term or semester. Students may choose to apply their credit balance to a subsequent term or receive a refund. Carthage College is required to obtain permission to hold any such credit balance to be applied to a subsequent term or semester. In the case of a PLUS loan the refund will go to the parent unless otherwise specified on the PLUS application.

A. STUDENT INFORMATION

Student ID# _____ Student Name _____
Last Name First Name M.I

Student’s Phone Number Students Email Address _____@carthage.edu

Student Status: Current Graduated Withdrawn Adult Education

B. CREDIT BALANCE OPTIONS

Before choosing an option you may review your account details by logging into [MyCarthage](#) and choosing My Account Information/Pay My Bill

We recommend students anticipating additional charges, such as bookstore and course fees, choose to have Carthage hold their balance until purchases are complete. Permission to hold a balance can be terminated at any time and a refund can be issued by completing this form.

I grant permission for Carthage College to hold my credit balance to be applied to charges related to the following

J-Term Standard Term

I do NOT grant permission for Carthage College to hold my credit balance.
When a refund is issued and subsequently a balance is created it is the student’s responsibility to pay the balance in accordance with the [Policies and Procedures Booklet](#).

Students that have not selected their refund preference will have their refund mailed to the address on file with Carthage College.

C. CERTIFICATION AND SIGNATURES

By signing this form I certify that all of the information provided is accurate and complete.

Student Signature

Date



MANAGING YOUR REFUNDS WITH NELNET

Who is Nelnet?

Nelnet Campus Commerce is an industry leader partnering with schools to provide refunding and payment services

How do I select a Refund Method?

- Go to my.carthage.edu
- Select Finances from the menu bar and then My Account Information/Pay My Bill from the left hand menu
- If this is your first time going into Nelnet, please follow the prompts to create an account with Nelnet
- To choose your refund method select Manage Refund to enter your refund method information

What if I don't choose a refund deposit type?

Making a refund method selection ensures you will receive your refund without a delay. A paper check can take up to 2 weeks and will be sent to the address on file with Carthage.

Can I change my refund method after it is set up?

Yes, you can change your Refund Method through your Nelnet account. After logging into Nelnet, changes can be made by selecting Manage Refunds/Edit Refund Method or Remove Refund Method.

When will I receive my refund?

Refunds for each term will be processed no earlier than 10 days prior to the start of the term; it then takes 7-14 days for you to receive your refund. All refunds are processed through Nelnet; Carthage College does not issue refund checks.