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Office of the Bursar
T: 516.323.4100
F: 516.323.4115
E: officeofthebursar@molloy.edu

STUDENT REFUND REQUEST

Use this form to request a refund check for an amount up to the credit balance showing on your Student Bill. (Credit balances based on anticipated aid will not be refunded.) Print this form and, once complete, submit to the Office of the Bursar in person or by email to officeofthebursar@molloy.edu. A refund check will be mailed to you in approximately 2 weeks from when the request is received by Bursar. Please keep in mind that any deposits for upcoming semesters must be kept on the account and cannot be refunded (for example, a housing deposit).

Please note: NO Refund Requests will be accepted for the Fall 2017 semester before 9/20/2017. Any requests sent via email before that date will not be processed and must be resubmitted.

(Please print clearly)

DATE _____

STUDENT NAME _____ STUDENT ID# _____

STUDENT SIGNATURE _____

BALANCE (as it appears on your bill) _____

REFUND REQUESTED AMOUNT _____

(PLEASE ATTACH A COPY OF THE STUDENT BILL)

Updated 7/12/2017