

# GORDON CONWELL

## THEOLOGICAL SEMINARY

### Withdraw Excess Funds Form

Your loans will automatically be used to cover Gordon-Conwell expenses billed to your Student Account in a given semester (i.e. tuition, fees, room and board, health insurance, bookstore charges, etc.). If the amount of your loans exceeds these charges, the remaining funds will create a credit on your account. These funds will automatically be retained on your Student Account unless you request their withdrawal by filling out this form.

**Please note that each semester, credits created by Gordon-Conwell grants and scholarships will not be available for withdrawal until after the last day to withdraw a course for a 50% refund.**

Please Circle Your Home Campus:

BOSTON (CUME)

CHARLOTTE

HAMILTON

JACKSONVILLE

#### Please Select:

I request to withdraw the **ENTIRE** credit from my student account.

I request to withdraw a **SPECIFIC** amount from my student account. Please retain the remaining funds.  
Indicate the amount you want to withdraw: \_\_\_\_\_

#### Please Select:

I request that the excess funds be sent to me via **CHECK**. (Provide mailing address below)  
*NOTE: Please allow a week for your check to be mailed.*

I request that the excess funds be sent directly to my checking account via **EFT**.  
*NOTE: If you do not have a check on file with Student Accounts, you will need to provide a voided check. No EFT will be made until a voided check is received in the Student Accounts office either by mail or in person.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID# and Email Address or Phone number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

#### MAIL OR FAX THIS FORM TO:

Gordon-Conwell Theological Seminary, ATTN: Student Accounts

130 Essex Street, South Hamilton, MA 01982

Fax #: 978-646-4601

Email: [finserv@gordonconwell.edu](mailto:finserv@gordonconwell.edu)

For questions, please call: 978-646-4049