SMITH COLLEGE STUDENT FINANCIAL SERVICES (SFS)
2018-2019 SSW Advance Request Form

Smith SSW students may be advanced up to $2,000 of anticipated funds against a pending refund. The purpose of this is to allow access to pending refund monies for education/living expenses while the loans creating such refunds are being processed. The advance amount is posted to the student’s tuition account as a charge, thereby reducing an expected refund. SFS authorizes the advance and posts the charge.

Only one advance is allowed prior to each Bill_Pay Period and is processed no earlier than three weeks prior to the standard refund date for that Bill_Pay Period. Also, an advance will not be processed unless all loan requirements needed to disburse the loan are met and confirmed by SFS in a timely manner.

Student Name: ___________________________ Student ID#: ______________________
Email Address: ___________________________ Phone #: ______________________
Advance Amount Request: $_____________ (max $2,000)

☐ Request for Bill_Pay Period 1
   *Forms are accepted April 23 – May 9, 2018.
   *Approval email notifications will be sent on May 10.

☐ Request for Bill_Pay Period 2
   *Forms are accepted October 22 – November 7, 2018.
   *Approval email notifications will be sent on November 8.

*Be sure to follow-up with our office if you do not receive an approval email notification on the date stated above.

By signing this form, I acknowledge that I have read and understand the terms and restrictions explained above and agree to them. If for any reason the amount that I am advanced is not covered by the credits on my account, such as in the event of a withdrawal, I understand that the amount advanced to me will be my responsibility and will be owed to the college immediately.

_____________________________________________ Date
Signature of Student

Submit this form to sswfa@smith.edu.

OFFICE USE ONLY – SFS
File in SSW mailbox; Track as ADV1/ADV2