

**ASSOCIATED BETH RIVKAH SCHOOLS
DIVISION OF HIGHER LEARNING**

CREDIT BALANCE PROCEDURES

Procedures for handling FSA credit balances of students at Associated Beth Rivkah Schools, Division of Higher Learning are as follows:

When Title IV awards that are credited to a student's tuition account exceed the student's tuition charge, and a credit balance occurs, the amount of the credit will be disbursed to the student or parent.

The Associated Beth Rivkah Schools, Division of Higher Learning business office will issue a check to the student or parent in the amount of the credit balance. These disbursements will be made within fourteen days of the date that the credit balance occurs.

Associated Beth Rivkah Schools, Division of Higher Learning will hold the check for up to 21 days after the date it notifies the student. If the student does not pick up the check within this 21-day period, the institution will immediately mail the check to the student or parent, or return the funds to the appropriate FSA program.

All unclaimed credit balance funds will be returned no later than 240 days after the date the check was issued.