

SPRING 2010  
**\$\$\$\$ CARLOW CASH \$\$\$\$**

● **What is it?**

A convenient way to pay for books, food purchases on campus, and parking permit using your student ID card.

● **How do I qualify?**

If your financial aid package including loans is greater than your Spring 2010 charges for tuition, fees, room and board, you may request up to \$500 or the amount of your credit balance if it is less than \$500. It is an advance on your refund so any loans or grants must be finalized.

You must be enrolled in at least 6 credits that begin in January and at least one course that ends in May.

You can also purchase "Carlow Cash" by sending check or money order to the Student Accounts Office with this form.

● **When can I start to use it?**

This request form must be received in the Student Accounts Office by **December 23** and all financial aid finalized by that date in order to use the funds by Thursday, **January 7**. Any requests received after January 7 will require at least two days to process before credit is available for use on campus. Last day to request Spring 2010 "Carlow Cash" is January 15.

● **What if I don't spend it all during this semester?**

Any "Carlow Cash" not spent during this semester will be transferred to the following semester. Requests for refunds of unused amounts at graduation or withdrawal from the University can be submitted to the Business Office in Frances Warde Hall or the Student Accounts Office on the first floor of Antonian Hall.

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**Please complete your order below for 1. Advance on Your Refund or  
2. Purchase of Carlow Cash w/Cash, Check or Credit Card Payment:**

1. \_\_\_\_ I authorize Carlow University to charge my account \$\_\_\_\_\_ to be used at the Carlow Bookstore, Franny's Café, the Cafeteria, or for my Parking Permit. This amount may be covered by my title IV aid for the Spring 2010 semester. I will be liable to the University for the amount of the "Carlow Cash" advance if I become ineligible for financial aid or do not follow through with the aid process such as signing for a loan disbursement. If I withdraw from classes, I must repay the amount of the advance that was used. Failure to repay will result in collection procedures including additional collection costs and negative credit reporting.

2. \_\_\_\_ I have enclosed payment of \$\_\_\_\_\_ for "Carlow Cash" to be used with my ID card.

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Name Printed

ID# or

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Address

Phone #

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Signature

Date

**Return this form to Carlow University, Student Accounts Office, 3333 Fifth Avenue, Pgh, PA 15213 or fax to (412)578-6689. You will be notified by phone if this request cannot be processed.**