

STUDY AWAY 2018-2019 Office of Student Accounts

For students who receive financial aid or loans and who study away for one or both terms during 2018-2019, the Office of Student Accounts will forward your financial aid credits to your program or host institution.

STUDY AWAY BILLS

As soon as you receive a bill for your study away program, please forward a copy of it to the Office of Student Accounts, Williams College, PO Box 406, Williamstown, MA 01267. You may also e-mail it to studentaccounts@williams.edu or fax it to the Office of Student Accounts at 413-597-4404. As your financial aid is posted to your student account at Williams, the Office of Student Accounts will forward it to your program or host institution as directed.

Any balance due to your study away program after all of your financial aid has been transferred will be your responsibility. Your family should NOT enroll in the TMS installment payment plan for the term(s) you will be studying away. If you need to make a payment directly to your program you can check with them to see if they offer any type of payment plan.

PAST-DUE BALANCES AT WILLIAMS

Any past-due balance on your Williams student account will be satisfied before any payments are made on your behalf to your study away program. The amount sent to your program will not exceed the total of your financial aid and loans for the term minus any balance still due Williams.

CREDIT BALANCES

If your Williams account has a credit balance after your study away program has been paid in full, you may request a refund either by submitting a *Student Account Refund Request Form* or by e-mailing the Office of Student Accounts at studentaccounts@williams.edu. The form is available at <https://www.williams.edu/studentaccounts/billing-payments/forms/>.

We encourage you to sign up to have your student account credit balance direct deposited to your bank account, if you have not already done so. Complete instructions about this process are available on the Controller's Office website (<http://controller.williams.edu/forms/>). You should enroll in Direct Deposit before leaving campus in the spring since these forms cannot be accepted via e-mail.

If you have any questions, please contact the Office of Student Accounts at studentaccounts@williams.edu or 413-597-4396.