

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

CREDIT BALANCE PROCEDURES

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

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

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