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## MOUNT MARY COLLEGE FINANCIAL AID REFUND POLICY PLEASE READ CAREFULLY

In order to receive a refund of your excess Financial Aid funds you must have an Educational Loan Contract/Student Payment and Disclosure Statement on file. This form is located on our website. If you have already submitted a form, you do not need to submit another one.

All refunds will be automatically processed beginning the fourth week of the regular semester classes. For your convenience, all refund checks will be mailed out; please do not call in advance as you can view your balance online at [www.mtmary.edu](http://www.mtmary.edu) and click on access MyMountMary and see if your check was issued. Once you have logged into your account, click on the Finances tab, click on Course and Fee Statement, generate my Course and Fee Statement, and then view.

If you will need to charge your books for the Accelerated Terms 2 and 4 or Midtown Quarters 2 and 4, you must maintain a sufficient credit balance on your account. If you would like to leave a credit balance on your account for future term/quarter bookstore purchases, you must submit your request in writing to the Business Office indicating the dollar amount to leave on your account, no later than the second week of the regular semester classes.

Any questions regarding the Financial Aid Refund policy should be directed to Michelle Isler, 414-256-0165.