



## ACCOUNT STATEMENT/REQUEST FOR PAYMENT HISTORY

Need to know what your balance is? Did you lose all of the paperwork we gave you about how your student loan monies were applied? Do you want to make sure your payments were applied correctly? Simply complete the request below and we can provide you with this information.

By requesting a statement of account, we will provide you with the following information:

- Detailed payment history – this will document all of the monies we have received on your behalf, including loans, grants, scholarships, as well as any non-Title IV monies received on your behalf.
- Itemized charges – this includes your tuition, and possibly supply charges if you are using Financial Aid to pay for supply purchases.

If this is your first request for an account statement, there is no charge. However due to the complexity involved thoroughly reviewing your account history, there will be a \$5.00 service fee for each additional account statement you request.

\_\_\_\_\_ I understand the above information and authorize SUVA to charge a service  
Initials required fee (if applicables) to my account.

\_\_\_\_\_ I understand my request will take 7-10 business days to process.  
Initials required

When evaluating your account statement, please note the following:

Tuition –Tuition amounts reflect total tuition charges as of the statement date and do not include any future costs due to additional coursework, repetitions, course withdrawals or extensions that may affect final tuition charges.

Supplies/Bookstore Charges -- Charges may not reflect purchases made in the last 30-45 days.

Loans -- Subsidized, Unsubsidized and PLUS loan totals are credited to students' individual account within 10 days of receipt. Due to posting cycles, credits may take 30-45 days to appear. Per the Department of Education, one-half of loan amounts are disbursed each term and totals may not reflect loan amounts shown on your award letter. If your records do not match the above figures, please submit your questions in writing along with supporting documentation to Student Services and your concerns will be researched.

If you have any questions about this information, please contact Student Services at [studentservices@suva.edu](mailto:studentservices@suva.edu) or call 520-325-0123.



**ACCOUNT STATEMENT/REQUEST FOR PAYMENT HISTORY**

\_\_\_\_\_  
Student Name\*

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Phone\*

\_\_\_\_\_  
Email Address\*

\_\_\_\_\_  
Date\*

Please mail my statement to the address listed below:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address City State Zip

\*FERPA regulations require your signature for this request. Please scan and email your Account Statement/Request for payment history to [studentservices@suva.edu](mailto:studentservices@suva.edu) or send hard copy to:

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