

# Account statement/request for payment history

If you wish to know what your balance is, or would like to find out how your student loan monies are applied, simply complete the request below and we will provide you with this information via email **within 7-10 business days**.

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

## A detailed payment history

This documents 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 supply charges (if you are using financial aid to pay for supply purchases.)

## 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.
- **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 dispersed 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.

Once you have completed and saved this form, email it to the [bursar@suva.edu](mailto:bursar@suva.edu). If you have any questions about this information, please email the bursar above or call (520) 325-0123.

Student first  
name

Student last  
name

Phone #

Email

Student  
signature\*

Date

\* FERPA regulations require your signature for this request.