



Request to Investigate Student Account Accuracy

V 140826

Every student who is attending or has attended Pillar College has the right to receive an explanation of charges and credits, or any activities that appear on (or are missing from) the student's account. There are any number of things that can cause a student's account to appear incorrect, and students are encouraged to review their account records regularly. When errors, omissions and general questions are brought to the school's attention as soon as discovered it often helps us to resolve issues more quickly.

INSTRUCTIONS: Provide your personal information below so we can identify you. Below that, in the space provided, describe your question, and identify the specific item(s) on your account that you are addressing. (If you need more room to describe your question, or if you prefer to type and print your question, please staple this form to your printed page(s) and submit together.) Make sure to sign at the bottom.

SUBMIT: Mail or deliver your question in a sealed envelope, along with any other pages you want to include, to the Student Accounts Department at Pillar College, 60 Park Pl., Newark, NJ, 07102.

RESOLUTION: Your question will be reviewed by a Pillar College Account Review committee at the next meeting opportunity after you submit your question. Pillar College will make our best efforts to resolve your question within 30-days of when you submit it. You will be contacted after a resolution has been determined.

Student Name

Student Number

Date Submitted

Account Question/Request:

I hereby assert all information provided by me here is accurate to the best of my knowledge. I agree that Pillar College has no liability other than to ensure the accuracy of transactions on my account per their sole discretion. Pillar College may make adjustments, corrections or additions to my account at their sole discretion. If the resolution of this question indicates I owe a balance to Pillar College I agree I am responsible to pay that balance according to Pillar College standard terms. A past due balance must be paid immediately, or I may be placed on (or remain on) Financial Hold in accordance with Pillar College policy.

Signed by student named above