

## REFUNDS THROUGH PAYMYTUITION

New England Conservatory has partnered with PayMyTuition to process student refunds. The steps below outline our refund process and provide timelines of when you can expect your refund to be settled.

### 1 INITIATE REFUND

Upon approval of your refund from **New England Conservatory** you will receive an email from [studentrefunds@paymytuition.com](mailto:studentrefunds@paymytuition.com). Please keep an eye out for this email which will provide you further instructions on how to complete your refund process.

### 2 ENTER BENEFICIARY DETAILS

Complete the online refund beneficiary instruction form which includes details on your ultimate beneficiary, currency and banking instructions.

### 3 COMPLIANCE VERIFICATION

On receipt of your completed payment instructions, **PayMyTuition** will verify your request for identity confirmation, third-party attestations and watchlist name searching to comply with anti-money laundering and compliance laws.

### 4 PAYMENT CONFIRMATION

**PayMyTuition** will send you a confirmation email once your beneficiary instructions have been verified and approved.

### 5 REFUND INITIATED

Once refunds have been processed you will receive a notification that your refund has been settled. Please allow 3-5 business days for the payment to be deposited to your account.



**Paymytuition**  
POWERED BY MTFX

U.S. & Canada toll free: 1.855.663.6839  
U.S. Local: + 201.209.1939  
Canada Local: + 905.305.9053  
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