

Security Deposit Mail Request Form

Date: _____

To: University Bursar

From: University Housing Department

Re: Refund Check

I am no longer living on campus:

I last lived in:

Apartment # _____ Building _____ Room # _____

Residence Hall _____ Room # _____

I understand that:

I am voluntarily submitting this request and I am aware that some charges could be deducted from my deposit. I am also aware that the check refund process takes 45 days and will be mailed. Please submit deposit to the address below.

I am requesting that \$200 be applied to the housing room reservation fee.

Name: _____ Student Account # _____

Mailing Address: _____

Student Contact #: _____

Student Signature: _____

Office use only:

Housing Representative: _____ Date: _____

Refund \$ _____