



REQUEST FOR REFUND CHECK TO BE HELD

To have your refund check held in the Business Office for pick up, please complete the information below. If any of this information changes, it is your responsibility to notify the Business Office.

Please hold my refund check for pick up in the Business Office

Semester (circle one): **Fall 2018** **Spring 2019**

Name (PRINT): _____

Address: _____

Telephone Number: _____

Signature: _____

Date: _____

When picked up from Business Office:

Signature: _____

Date Picked Up: _____