

The King's College

Housing Deposit Refund Check Request

Directions:

Fill out the **top section** of this form and return to the Office of Student Life. Refund Requests for the Spring '12 semester will be processed in three rounds:

May 14, 2012

June 11, 2012

July 16, 2012

Refund Requests received **before** each round will be processed by the date indicated above, and the checks mailed to the requestor within four weeks of the round deadline.

All checks will be mailed - do not come to the Finance Office to pick up your check

Payable to:

Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Student Name in CAMS: _____

Last TKC Apartment Number: _____

Student Signature: _____

(Required)

Description:

Housing Deposit Refund

Amount of Check:

Charge To:

Department

Line Item

Amount

Business Office

403-6100

(Attach additional detail if necessary)

Approvals:

Student Life: _____

(Required)

Bursar: _____

(Required)

CFO: _____

(Required)

* Please keep a copy for you records.