

HUSTON-TILLOTSON UNIVERSITY

Residence Life

Residential Deposit Refund Form

The purpose of this form is to request a Residential Deposit Refund. If you are **not** planning to remain in the Huston-Tillotson University Residence Hall due to moving, withdrawal from the college, or graduating, you must fill out this form to receive your deposit. The Residence Life staff will submit this information to the Business Office **after the student has officially checked out of the Hall and charges*, if any, have been submitted to the Student Accounts and Collections Officer.** The Business Office will be responsible for EITHER mailing your deposit to the address that you indicate below OR holding at the Bursar's window in the AL Building.

*Note: The deposit was paid in order to secure a room for you on campus, as well as for any incidental fees (lock change, room cleaning, damages, etc.) you incurred at the time you checked out of the Residence Hall.

MEMORANDUM

Date: _____

To: Resident Life Staff

From: _____

Student ID#: _____

Residence Hall: Allen-Frazier

Beard Burrowes

Room#: _____

I do not plan to live on campus

Please hold my check at Bursar's window, AL Building

Please mail my refund to the following address:

Street: _____

City, State, Zip: _____

Student Signature

MEMORANDUM

Date: _____

To: Student Accounts and Collections Officer

From: _____

Residence Life Staff

I submitted the charges, if any, to you on _____. The student has indicated that he/she will not be remaining in the Residence Hall; please refund their \$150.00 or the remaining thereof to the address indicated OR hold at the Bursar's window in AL as specified above.

Signature
