

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 university or graduating, you must complete 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 Officer.** The Business Office will be responsible for EITHER mailing your deposit to the address you indicate below OR holding at the Cashier 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 check out of the residence Hall.

MEMORANDUM

Date: _____

To: Residence 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 the Cashier Window, AL Building

Please mail my check to the address below:

Street: _____ Apt # (if applicable): _____

City, State, Zip Code: _____

Student Signature

MEMORANDUM

Date: _____

To: Student Accounts 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 the \$150 or the remaining thereof to the address indicate OR hold at the Cashier Window in AL as specified above.

Signature
