

Evangel University Student Check Request

Student Please Read:

- Submit completed form to the Student Financial Services office, or fax to (417) 575-5478.
- Requests cannot be processed until there is excess money on your student account and the drop/add period is over.
- If you have a Parent Plus loan, credit balances are refunded to the parent borrower.
- Checks may be picked up from the Student Financial Services' receptionist by the student only.
- A student may request a refund of less than the full amount a maximum of two times during the semester. We strongly encourage each student to open an account with a local bank and not to use their student account for cash withdrawals.

Name _____ Date _____

ID # _____ Phone _____

Program (check one):

- Traditional Undergraduate
- Degree Completion Program
- Graduate Studies

Amount Requested:

- All Excess
- \$ _____

Are you graduating this semester? (If yes, \$50.00 will be retained for the Graduation Fee.)

- Yes
- No

Student Signature _____

If you want the check **made out to someone else and/or mailed**, complete the following:

NOTE: Checks will not be mailed to EU boxes or dorms.

Name _____

Address _____

City, State, Zip _____

For Student Financial Services Office Only

Term _____

Credit Amount _____

Adjustments _____

Refund Amount _____

Comments: