



Student Check Request

Please Read the Check Request Policy:

- Submit completed form to the Bursar’s Office, fax to (417) 575-5487, or email to bursar@evangel.edu
- Requests cannot be processed until there is excess money on your student account, the drop/add period is over, **AND** the balance is paid in full.
- If you have a PLUS loan, credit balances will be refunded to the parent borrower first.
- Institutional aid is never refundable.
- **Any credit balance left on your account at the end of the semester will be applied to next semester’s charges first and will no longer be available for a refund.**

Name _____ Date _____

Student ID # _____ (ie: X000 00X XXXX) Phone _____

Check one program:

- Traditional Undergraduate
- Adult Studies
- Graduate Studies
- AGTS

Are you graduating this semester?

- Yes – If yes, \$100.00 will be retained for the graduation fee if not already withheld.
- No

How would you like to receive your check?

- PICK UP within 21 days of issue from the Bursar’s Office (After 21 days, it will be mailed to the home address we have on file.) Office Hours: Mon-Fri 8:00am-4:30pm.

OR

- MAIL check to off campus address (**NOTE: Checks are not mailed to dorms**):

Payable to: _____

Address: _____

City, State, Zip: _____

IMPORTANT: By signing this document, you are requesting a refund of ALL refundable credit on your student account.

Student Signature _____ Date _____

Term: _____	For Billing Office Only
	Credit Amount _____
	Adjustments _____

	Refund Amount _____