

Name _____

Andrews University ID Number _____

Contact info _____

Signature _____

REASON FOR RELEASE

- Graduating/not returning Last semester/need to register Deposit no longer required-status changed _____

RELEASE INSTRUCTIONS – Refunds available once account is cleared. (See bulletin for more details.)

- Post to my student account. Refund via original payment method if possible.
 eRefund to **US** checking/savings. (create Refund Profile in [TouchNet](#)) Wire transfer refund. (Contact office for details, fees may apply)
 Process check (Fill out refund check details below \checkmark . Mailing to addresses outside US is not recommended.)

REFUND CHECK:

▶ PAYABLE TO: Myself Other: _____

▶ Pick Up Mail: _____

Office Use Only

Approved by/date _____ Registration Central _____ Refund Amount \$ _____ Processed by/date _____

Paid on _____ Last term enrolled _____ Number of credits _____ Deposit payer permission _____

Notes: