

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) . 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 \$ \_\_\_\_\_