REQUEST FOR RETURN OF $250.00 DEPOSIT

To be completed ONLY if you are not returning to Hill College Residential Life

I have vacated the Hill College Residence Hall for the **final** time and am requesting the return of my $250.00 deposit. I understand that **ANY** outstanding balance due to Hill College, including damages to my room and/or any charges for failing to follow policies, library fines, tuition, etc. will be deducted from this deposit. Residents have **90 days** from the day they vacate the Residence Hall to request return of the $250 deposit.

PLEASE COMPLETE THIS ENTIRE SECTION IN PEN WITH ALL 9 DIGITS IN YOUR STUDENT ID #.

NAME (Print)_____STUDENT ID #_____

RESIDENCE HALL_____ROOM #_____

MAILING ADDRESS _____

CONTACT PHONE NUMBER _____

SIGNATURE_____DATE_____

Return this form to the Office of Student Life or **mail** it to: Hill College Residential Life
112 Lamar Drive
Hillsboro, TX 76645

You can also **FAX** this form to 254 582-7591 – Attention: Phyllis Cunningham or **scan it and email** to pcunningham@hillcollege.edu.

Your refund will be credited to your personal bank account or to your Rowdy Card/Herring Bank account. If you have misplaced or destroyed your card, please contact Herring Bank at 866 348-3435. Please allow 2 to 3 weeks for the credit to appear in your account.

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Office of Student Life official_____ Date_____

BUSINESS OFFICE USE ONLY

Deposit $250.00

Deductions $_____

Total refund $_____

Date refund was credited to account _____Initials_____

Updated 3/6/2017