



Credit Card Refund Form

INSTRUCTIONS

1. Review the refund policy in the Residence Contract (Housing – 1.14, Meal Plan – 4.06).
 2. Complete section 1, 2 & 3 below.
 3. Return the completed form to the Housing Office or include in your check out envelope. Do not email this form. Credit card information can only be accepted by original copy, phone or fax.
- NOTE: Refunds are to credit cards only. If you do not have a credit card contact the Housing Office.

SECTION 1

Student Name : _____

Student ID#: _____ Residence/Room #: _____

Phone Number: _____ Email Address: _____

SECTION 2 (check all that apply)

Refund for: Housing Fees

Meal Plan Fees

SECTION 3

Visa

MasterCard

Cardholder Name: _____ Expiry Date: _____

Card Number: _____

Office Use Only:

Plan Type	Amount Remaining	Amount Used	Notes