

**Andrews University  
Student Financial Services**

**Request to Release International Deposit  
(Last Term of Enrollment Only)  
Min. 5-7 business days to process**

**Mail to:** Student Financial Services  
Andrews University  
Berrien Springs, MI 49104-0750

**Fax to:** 269.471.3228  
**Phone:** 269.471.3334  
**Web:** www.andrews.edu/SF

Name \_\_\_\_\_

Contact at \_\_\_\_\_

Andrews University ID Number \_\_\_\_\_

Signature \_\_\_\_\_

**STEP 1-REFUND INSTRUCTIONS – PICK ONE**

- ☐ Post to my student account
- ☐ Process Refund Check (*fill out Step 2*)\*
- ☐ Refund monies to credit card (*fill out Step 3*)\*\*
- ☐ Wire monies to bank (*fill out Step 4*\*\*\*)

**STEP 3-REFUND TO CREDIT CARD:**

- ☐ Payment made via web.
- ☐ Payment made in lobby.

**STEP 2-REFUND BY CHECK TO:**

- ▶ ☐ Myself      ☐ Other: \_\_\_\_\_
- ▶ ☐ Pick Up      ☐ Mail to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP 4-REFUND BY WIRE: (BANK FEES WILL APPLY)**

Name of Bank:

Account holder's name:

Routing/Account #:

Swift Code:

Branch address

**Office Use Only:**

Approved by / date \_\_\_\_\_ Using to Register? \_\_\_\_\_ Amount of refund \$ \_\_\_\_\_ Processed \_\_\_\_\_