

**Andrews University
Student Financial Services**

**Request to Release
International Deposit
(Last Term of Enrollment Only)**

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

- 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 2-REFUND BY CHECK MADE PAYABLE TO:

- Myself Other: _____
- Pick Up Mail to _____
- _____
- _____

STEP 3-REFUND TO CREDIT CARD:

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

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:

Amount of refund _____ Approved by / date _____ Date processed _____ Memo to JR _____