

Request to Reissue a Check

Student Name: _____

Student ID: **C 0 0** ____ ____ ____ ____ ____

Check Number: _____

Check Amount: _____

I am requesting a “stop payment” be placed on the above referenced check and it be reissued to me for the following reason (s).

- ☐ I have lost the check
- ☐ I never received the check
- ☐ The check is now stale dated
- ☐ Other _____

I understand:

- The original check cannot be cashed or deposited once this request is submitted
- The check can be reissued only after confirmation by the Student Accounts Office that the check has not been cashed
- Any outstanding balance on my account, including parking tickets and library fines, may be deducted from the original check amount
- The reissued check may not be available for up to 5 business days
- The reissued check will be mailed to my permanent address on record. If I need to change my permanent address, I must do so before a new check can be issued with the Registrar's Office.

Signature _____

Date _____