Griffith Hall / Red River Security Deposit Refund Request

Name (Print): _____

Forwarding _____
Address:

_____

ID or SSN: _____

Please select one of the following options:

____ Refund my deposit.

____ Transfer my deposit to Village Oaks Apartments.
**ONLY DEPOSITS MADE BY CHECK OR CASH CAN BE
TRANSFERRED TO VILLAGE OAKS. CREDIT CARD DEPOSITS
WILL BE REFUNDED BACK TO THE CARD.**

____ Hold my deposit for *(circle one)* Spring Summer or Fall

Please specify your reason for requesting a refund of your deposit:

____ Griffith Hall and Red River are full.

____ Not attending TSTC.

____ Living off campus. (Must complete an Off-Campus Living
Exemption Form, available online and at the Residence Life Office.)

Other: _____

_____

By signing you are agreeing that you are no longer planning on living in Griffith Hall or Red
River Apartments and are officially requesting that this office hold, refund or transfer your
security deposit. It can take up to thirty days for you to receive your deposit refund.

_____   _____
(Signature)   (Date)