

Request to Reissue a Check

Student Name _____

Student C# _____

Check Number _____

Check Amount _____

I am requesting that a “stop payment” be placed on the above-referenced check and that it be reissued to me because:

I have lost the check

I never received the check

The check is now stale dated

Other _____

I understand:

- The original check can not be cashed or deposited once this request is submitted;
- The check can be reissued only after confirmation by the Bursar’s 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;
- Any 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 with the Registrar’s Office before a new check can be issued.

Signature _____

Date: _____