



SECURITY DEPOSIT REFUND REQUEST FORM

Upon graduation, each student is required to complete the "Security Deposit Refund Request Form" for reimbursement of the refundable security deposit. Students should get clearance from the library and the Business Office and return completed form to Records.

Name: Last First Middle

UB ID Number(s):

Address: E-mail:

Telephone: Home: Work: Cell:

Graduation Date: Programme:

Student's Signature: Date: Day/Month/Year

Table with 2 columns: LIBRARY and BUSINESS OFFICE. Rows include Date Cleared, Official's Name, Official's Signature, and Comments.

RECORDS DEPARTMENT USE ONLY
This is to certify that the above-named student has been cleared by the Records Department and is eligible for the Security Deposit refund.
Director, Records: Date:

BUSINESS OFFICE USE ONLY
Cheque Prepared By: Date:
Cheque Verified By: Date:
Cheque Number & Date: