

Plymouth State University
Refund Request and Authorization

Student ID Number: _____ Student Name: _____

Today's Date: _____

I understand that my Term Balance in Banner Self Service may not be my actual refund, since any outstanding bills I may have at PSU, i.e. parking tickets, library or residence hall charges, telephone bills, etc, will be paid first.

*NOTE: Incomplete forms will not be processed.

Please circle and fill in where applicable:

Pickup in Office

Home Address

HUB Address:

Phone # or Email address where you can be reached for questions: _____

Student Signature: _____

Please return form to : Bursar's Office
Room 108
17 High Street, MSC 19
Plymouth, NH 03264

Below this line for Bursar Staff only

Staff Initials: _____ Date Received: _____

Term: _____ Amount: _____

Alternate Parent Payee: _____