



UNIVERSITY

OF

LOUISIANA

Lafayette

Université des Acadiens

Administrative Services/Bursar Operations

Office of the Bursar

P.O. Box 44444

Lafayette, LA 70504-4444

Office (337) 482-6385

This check was mailed to the Student's local address on file. I am requesting a stop payment of this check and one of the following to be issued:

\_\_\_\_ Direct Deposit: takes from 3 to 5 days after completion of the stop payment process.

\_\_\_\_ Refund check: takes up to 3 to 5 days after completion of the stop payment process. NOTE: an additional stop pay will result in another 30 days wait to process.

Check was never received due to the following reason:

\_\_\_\_ Mailed to expired address

\_\_\_\_ Lost in the mail

\_\_\_\_ Misplaced or destroyed

\_\_\_\_ Other reason: \_\_\_\_\_

By signing this document I am verifying that I did not receive this check and I understand that this check is no longer valid and I will return it to the student Cashier Center if I receive this check. I also understand that as of this date I cannot cash or deposit the original check because a stop payment will be issued immediately.

PRINT NAME: \_\_\_\_\_ ULID: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Correct Address: \_\_\_\_\_

Initials: \_\_\_\_\_ I will update my address with the Registrar's Office. Phone# \_\_\_\_\_

OFFICE USE ONLY

CHECK MADE PAYABLE TO : \_\_\_\_\_ ULID #: \_\_\_\_\_

CHECK # \_\_\_\_\_ CHECK DATE: \_\_\_\_\_ CHECK AMONT : \_\_\_\_\_

PLEASE VERIFY IF THE ABOVE CHECK IS STILL OUTSTANDING. THE STUDENT HAS REPORTED NEVER RECEIVING THE FUNDS AND HAS REQUESTED A REISSUE. PLEASE STOP PAYMENT AND SEE RE-ESTABLISH REQUEST BELOW.

RE-ESTABLISH REFUND Yes \_\_\_\_\_ No \_\_\_\_\_