



Red River / Lavaca Hall 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:

- Red River and Lavaca Hall 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 Red River Apartments or Lavaca Hall 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)