



Griffith Hall / Red River Security Deposit Refund Request

Name (Print): _____

Forwarding
Address: _____

Student ID _____

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:

_____ Griffith Hall and Red River 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 Griffith Hall or Red River Apartments 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)