

**Odessa College
Residence Life Office**

Deposit Refund Request

Please note that all refunds will be mailed in a check form and can take up to 4 to 6 weeks to process.
Please refund my housing deposit, minus any fee allocations, and send to the following address:

Name: _____ **Student ID #:** _____

Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Student's Signature _____ **Date** _____

Housing Professional Signature

Date

Student Accounts Signature

Date

Office Use Only

Requested Date: _____ **Check-Out Date:** _____

Deposit on Account	
<i>R&B Due:</i>	
<i>Fines and Fees:</i>	
<i>Final Move-Out Charges:</i>	
Amount Due Sub Total:	
TOTAL REFUND DUE	