STUDENT BUSINESS SERVICES

FLORIDA POLYTECHNIC UNIVERSITY

Student Business Services
863.874.8406 I Room 1101A
4700 Research Way
Lakeland, FL 33805-8531
SBS@FloridaPoly.edu

Stop Payment Request Form

A refund/financial aid check, #_____, in the amount of $_____was mailed to me on_____.

I affirm that:

    As of this date, I have not received the check.

    The check was received by me and was subsequently lost, misplaced or destroyed.

    The check is now stale dated/void (check attached).

*Please place a stop payment on this check. I acknowledge that this process can take up to **15 business days** and that if I subsequently receive or recover the original check it will not be negotiable and must be returned to Student Business Services. I understand that if for any reason the original check is cashed after receiving a replacement check or after the funds have been disbursed into my bank account that my University records will be placed on HOLD and I will be responsible for repayment of the amount of the original check.*

    Please apply the check to my account to pay for charges/fees/tuition. **(NOTE: If the University is owed money from a current or past term, all or part of the check will be applied to your student account.)**

Please have a replacement check mailed to me. **I understand that the check will be mailed to my local mailing address on file, and it is my responsibility to make sure the address is correct.** (If you have eDeposit you will not get a check)

Please provide a copy of the front and back of the check, if the bank shows it has been cashed or paid.

CONTACT INFORMATION

Student ID #:_____ Phone #: _____

Name: _____ Email Address: _____

Signature: _____ Date: _____

Bring the completed form to Student Business Services, or mail to the address below:

STUDENT BUSINESS SERVICES: REFUNDS
Florida Polytechnic University | 4700 Research Way, Room 1101A Lakeland, FL 33805-8531