

University of Missouri Cashiers Office

Request to Remove Credit Balance Hold on my myZou student account:

Through this document you will tell the University of Missouri how you would like to manage the hold of your credit balance you voluntarily placed on your account, that was either created by your FSA (Financial Student Aid) or your private party payment.

When this request has been received in the University's Cashiers office in person or by mail, your credit balance will be processed by depositing the funds in a savings or checking account, designated by the student or parent or by sending you a check through the USPS (United States Postal Service), to the address you have registered in your myZou account if you do not have Direct Deposit set up. You should receive a refund of your credit balance within 10 business days of the Cashiers office receiving this request.

Please make sure your Direct Deposit and your address is updated in myZou in order to prevent a delay in receiving your credit balance refund.

If you are only requesting a partial refund of your credit balance you must also complete a new Authorization to Hold Federal Student Aid Credit Balance request.

These forms are found on the University of Missouri's Cashiers website at <http://cashiers.missouri.edu/>

____ Please remove previous request to hold funds and release refund

____ Full amount of credit

____ Partial amount of credit \$_____

Student Signature (must be completed by student)	Student ID	Date
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Print name

Email any questions to 4CASH@missouri.edu

Or call the cashiers office at 573-882-3097

Drop off this form at the Cashiers Office or mail to:

MU-Cashiers
Attn: Refunds
15 Jesse Hall
Columbia, Mo 65211