



**Student Business Services**  
**Phone: 512-245-2544**

## **Request for GPD Refund**

The general property deposit shall be returned upon written request after graduation or withdrawal from the university, less an amount necessary to cover any loss, damage or breakage caused by the student.

Deposit refunds not requested within four years from date of last attendance are forfeited into a student scholarship account.

Student ID Number

Name

Mailing Address

City

State

Zip

I graduated or withdrew on \_\_\_\_\_ and I am not currently enrolled. Therefore,  
I request a refund of my General Property Deposit.

Signature \_\_\_\_\_ Date

Return completed form to Student Business Services,

In person, 1st Floor JC Kellam Building, Room 188

By mail, 601 University Drive, San Marcos, Texas 78666-4603

Or fax to (512) 245-8812

Office use only:

Library approval \_\_\_\_\_ Refunded on \_\_\_\_\_ Batch # \_\_\_\_\_