How to Replace a Lost Refund Check

Students should follow these steps to request a replacement check.

1. Complete the replacement check **Affidavit** form.

2. **Sign** and have form **notarized**.

3. Deliver the form to the University Accounts Receivable office.

The process takes a minimum of 5 days for a replacement check.

For more information visit our [Replacement Checks](#) page.