



**Southeastern**  
Baptist Theological Seminary

**Check Request Form**

By completing the following form, you are requesting that a credit balance on your student account be sent to you by mail in the form of check. All checks will be made payable to the student and will be sent to the address on file unless an updated address is provided below. Prior to completing this form, please first consult Self-Service to ensure that the student account reports a credit in the "Balance Due" section. A credit balance is indicated by parentheses.

**Please Note:** Any credit from anticipated financial aid cannot be issued via check until all awards have been received and student eligibility has been verified by the Office of Financial Aid. Additionally, credit balances must be first applied towards decreasing the balance of an active Nelnet payment plan.

*Only one check request is allowed per semester.*

**Student Name:** \_\_\_\_\_  
**Student ID Number:** \_\_\_\_\_  
**Date of Request:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Amount Requested:** \_\_\_\_\_

**Program Enrollment:**              College                      Seminary                      Advanced Degree                      Other/NA

*All checks are mailed to the address listed as primary on the student account.  
Please complete the following if you would like to have your check mailed to a **different** address.*

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

Please return completed form to the Accounting Services Office either in person, through mail, or by email. Our email address is [accountingservices@sebts.edu](mailto:accountingservices@sebts.edu). Also, please allow up to one week from the date you submit your form for the request to be processed and an additional 7-10 business days for your check to arrive in the mail.

**Accounting Services Office Use Only**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Address Changed: \_\_\_\_\_  
Current Balance: \_\_\_\_\_  
Final Balance: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Southeastern Baptist Theological Seminary  
Accounting Services  
120 S Wingate Street  
Wake Forest, NC 27587