

Stop Payment Request

Parent PLUS Loan Refund

Please complete, sign, and return this form to the **OFFICE OF THE UNIVERSITY BURSAR**

Email: bursar@osu.edu

Fax: 614-292-1106

Mailing Address: Office of the University Bursar, The Ohio State University
PO Box 183248, Columbus OH 43218

To submit a form in person, visit the 1st Floor Payment Dropbox
in the Student Academic Services Building

Stop Payment Requests are accepted 10 business days after check issue date. Forms are processed within 10-15 business days and any refunds due will generally be received 10-14 business days after processing.

**THIS FORM MUST BE COMPLETED AND SUBMITTED
BY THE PARENT PLUS LOAN BORROWER**

Parent (Borrower) Name: *(Required)* _____

Parent (Borrower) Address: *(Required)* _____

Parent (Borrower) Phone: *(Required)* _____

Student's Email Address: *(Required)* _____

Student's OSU ID #: *(Required)* _____

Check Amount *(Required)* _____

REASON FOR STOP PAYMENT REQUEST (PLEASE SELECT):

Check Lost or Destroyed

Incorrect Address

Other: _____

BORROWER SIGNATURE _____

DATE _____

If you receive the above check after submitting this Stop Payment Request, DO NOT CASH IT.
Please contact 614-292-1056 to confirm the check is still eligible to be cashed.

FOR FURTHER INFORMATION ABOUT REFUNDS

Visit <https://go.osu.edu/refunds>

