



Request to Hold Prepayment on Account

(Advance Payment on Account aka APOA)

Name: _____ Student ID# _____

I am requesting that Eastern Oregon University hold my credit balance in a non-interest bearing Student Safekeeping Account.

Amount of Prepayment: \$ _____ Date _____

I am aware that it is my responsibility to notify the cashier to release these funds to my account to pay for any charges due by one of the following options:

- () Option #1: I will notify Student Accounts as I want amounts released on my account or to me.
- () Option #2: I will notify Student Accounts by completing the Release Date information below. (Note: By selecting Option 2, Student Accounts will release my selected amounts as close to the dates requested as possible. If I do not see these amounts released within 3 business days of the requested date, I should contact Student Accounts and request the release.)

I would like my prepayment balance to be released by Student Accounts on the following dates:

Release Date #1: _____ Release Amount\$ _____

Release Date #2: _____ Release Amount\$ _____

I understand these funds are available to me upon request and I may request a refund of payments as long as my current balance is paid in full. If my advance payment is made by check, funds will be available AFTER 10 days from date of deposit when I am requesting a refund. I understand this process is a courtesy offered me by Eastern Oregon University for advanced payment on account and it is ultimately my responsibility to manage the release of the funds held in this account.

Any funds left in this account at the end of this academic year will be transferred to my account and refunded to me as stated in Eastern Oregon University's policy on Refunding Credit Balances.

Signature: _____ Date _____