

# Metropolitan Community College

Blue River Longview Maple Woods Penn Valley  
3200 BROADWAY – KANSAS CITY, MO – 64111

## Financial Aid/Refund Check STOP PAYMENT REQUEST FORM

Check # \_\_\_\_\_ Term/Year \_\_\_\_\_

Student ID # \_\_\_\_\_

Name \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

I did not receive my FA/Refund check for \$ \_\_\_\_\_.

I am requesting Metropolitan Community College cancel and re-issue the Financial Aid/Refund check listed above. **\*\*\* Please ask us about signing up for Direct Deposit to get your refund faster!**

**I understand that if I receive the above check in the mail after completing this form, I must contact the MCC campus Business Office to determine if a stop payment has already been placed before attempting to cash it.**

I further understand that the replacement check will be mailed to my current address on record with MCC. If necessary, I agree to check with the post office to ensure the delivery of the replacement check.

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

\_\_\_\_\_  
Date

Cashier Name & Campus: \_\_\_\_\_

*Note: Checks lost in the mail will not be reissued for 2 weeks from date of issuance and/or mailing. SF 02/22  
Shred Date: Upon imaging or one year after completion of audit for year form is signed.*