

**Lost Check Affidavit**

**Direction:** Please complete a Lost Check Affidavit form for each refund in question and submit to the appropriate office for processing. You will be notified by your **VCCS E-mail** account on the results for each request.

**Student Section:**

Campus: \_\_\_\_\_ Refund Type: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ SIS Refund Date: \_\_\_\_\_

Name: \_\_\_\_\_ EMPL ID: \_\_\_\_\_ Semester: \_\_\_\_\_  
Term | Year

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

To the best of my knowledge, my refund check has not been presented for payment and is not in my possession. If my check is received or found after signing this document, I will not present for payment, but forward it to the Financial Aid Office (*financial aid related check only*), or the Campus Business Office, or the Veterans Affairs Office to be voided.

**I have verified that my SIS account has my current mailing address and phone number.**

Signature: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Check One for Type of Witness)  Business Office  Financial Aid  Veteran Affairs

Comments: \_\_\_\_\_

**Financial Services Use Only**

**Original Check Information**

**Replacement Information**

Check Date: \_\_\_\_\_ Reissue Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Refund Payment Type:  Check  Direct Deposit  Prepaid Card

Amount: \$ \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Office  
Chesapeake Campus  
1428 Cedar Road  
Chesapeake, VA 23322  
757-822-5110  
Fax:757-822-5111

Business Office  
Norfolk Campus  
300 Granby Street  
Norfolk, VA 23510  
757-822-1240  
Fax:757-822-1244

Business Office  
Portsmouth Campus  
120 Campus Drive  
Portsmouth, VA 23701  
757-822-2425  
Fax: 757-822-2111

Business Office  
Virginia Beach Campus  
1700 College Crescent  
Virginia Beach, VA 23456  
757-822-7115  
Fax:757-427-0338

Financial Aid – 757-822-1688  
Chesapeake: George B. Pass Bldg./Rm CT-1  
Norfolk: Andrews Bldg./Rm 1120  
Portsmouth: Bldg. A/Rm A 152  
Virginia Beach: Kempsville Bldg./Rm D110

Center for Veterans and Military Education (**CVME**)  
Chesapeake: George B. Pass Bldg. – 822-5144  
Norfolk : Walker Bldg. – 822-1207  
Portsmouth: Bldg. A - 822-2197  
Virginia Beach: Kempsville Building D – 822-7758

**Distribution:** *Original* – Campus Business Office/Financial Aid, *Copy* – Student, *Electronic Copy* – Student Financial Services