

Ball State University  
Office of Greek Life

Encumbrance Removal Form

Fraternity/Sorority: \_\_\_\_\_ Date: \_\_\_\_\_

Complete the information below and submit to Greek Life, Student Center Room 131, after the student has paid his/her debt to the organization. Removal can take up to 24 hours to appear on student's records.

\_\_\_\_\_ requests that \_\_\_\_\_, \_\_\_\_\_  
Name of fraternity/sorority Student's FULL name Student ID #

residing at \_\_\_\_\_  
Complete address

have the encumbrance on his/her record removed as he/she has paid his/her debt to our organization.

\_\_\_\_\_  
President's signature required

\_\_\_\_\_  
Treasurer's signature required

\_\_\_\_\_  
President, please print name

\_\_\_\_\_  
Treasurer, please print name

\_\_\_\_\_ Phone

\_\_\_\_\_ Phone

\_\_\_\_\_ E-mail

\_\_\_\_\_ E-mail

OFFICE USE: Staff \_\_\_\_\_ (initial) Date: \_\_\_\_\_ Approved: Yes:  No:  (explain below)