

REQUEST FOR REFUND OF ESSENTIAL BUCKS

Name _____ Student ID # _____
 Address _____
 City _____ State _____ Zip Code _____
 Email address _____ Phone # _____
 Essential Card # _____

Campus/Center where problem occurred

_____ Downtown _____ Kent _____ Deerwood _____ Cecil
 _____ North _____ South _____ Nassau

Reason for Request (Check one)

_____ Graduated or Withdrawn from FSCJ Date of Grad/Withdrawal: _____

NOTE: to receive a refund of your Essential Bucks account balance, you must

- complete the Personal Information section of this BRSR Form 29,
- have graduated or be withdrawn for more than two terms,
- have at least \$5 remaining in Your Essential bucks account, and
- not owe a debt to FSCJ. Debts owed to FSCJ will be satisfied first before a refund is processed to you. All refunds will be issued to the refund preference you select with BankMobile.

_____ Printer/Copier Problem

NOTE: to receive a refund of your Essential Bucks that were erroneously charged against your account, you must

- complete this entire BRSR Form 29,
- have it signed by the FSCJ Staff Member whom assisted you

Please provide a detailed explanation (include date, time, & etc.) of the reason why you are asking for a refund:

Signature _____ Date _____

Please return this completed form to the Student Financial Services.

Campus/Center Use Only

FSCJ Staff Name _____ Signature _____ Date _____

For Administrative Use Only:

CREDIT: Amount Credited to Essential Bucks \$ _____ Initials _____ Date _____

REFUND: Amount Refunded \$ _____ Initials _____ Date _____ DR # _____