

# REQUEST FOR REFUND OF ESSENTIAL BUCKS

Complete this form in its entirety and submit to the Student Financial Services Office.

## Personal Information

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Essential Card Number: \_\_\_\_\_

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

## Reason for Request

\_\_\_\_\_ Graduated or Withdrawn from FSCJ Date of Grad/Withdrawal: \_\_\_\_\_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- have graduated or be withdrawn for more than two terms,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 your selected refund preference 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

## Select Campus/Center where problem occurred

Downtown  Kent  North  South  Deerwood Center  Cecil Center  Nassau Center

Please describe the problem at this location with as much detail as possible, including the date of the problem, approximate time of the problem, and the amount you were overcharged:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Problem Verified by:

FSCJ Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_

FSCJ Office #: \_\_\_\_\_

## Administrative Use Only:

CREDIT: Amount Credited: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

REFUND: Amount Refunded: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Voucher #: \_\_\_\_\_