

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_____ Graduated or Withdrawn from FSCJ Date of Grad/Withdrawal: _____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- have graduated or be withdrawn for more than two terms,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 Disbursements, a technology solution, powered by BMTX, Inc..

_____ 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 #: _____