

PODIUM & FACULTY/STAFF DINING PLAN FUNDS ACCOUNT ACTIVITY & REFUND POLICY

(These funds are NYS taxable and therefore eligible for refund under certain conditions)

- Podium & F/S Dining Plan balances remain on your ID Card while you are a current student or active employee. New deposits will be added to your existing balance and can be made online at any time via UAlbanyID.com.
- Balances never expire until you officially leave the University and **request a refund**.
- Balances cannot be transferred to other people or accounts (e.g., Munch Money).
- If you are officially leaving the University, you can request a refund up to three (3) years after graduating, withdrawing, or ending employment at the University.
- Your refund is subject to a \$5 processing fee.
- After three (3) years of inactivity your funds will be subject to NYS escheating regulations, and if we are unable to reach you at that time, the remaining balance will be turned over to the NYS Comptroller. If that balance is over \$20, you can request it through the Unclaimed Funds process.
- To request a refund, visit the ID Card Office (Campus Center B-52). UAS will mail a refund check to your home address.

Additional important information about Podium

- Podium can be spent in many locations on and off campus for dining, vending, bookstore and more, and is subject to NYS sales tax where applicable. For details visit www.albany.edu/uas.
- You cannot withdraw cash from your Podium account.
- You are financially responsible for any fraudulent use of your Podium account, so please keep your ID Card secure.
- If your ID Card is lost or stolen, immediately deactivate via UAlbanyID.com.
- Once disabled, the account cannot be used for purchases. You need to go to the ID Card office to be issued a new card (Campus Center B-52). If you happen to find your card before you are issued a new one, you can reactivate it online via UAlbanyID.com.

Fill out form below to request a refund for Podium and/or F/S Dining Plan dollars.

For questions and concerns, email IDCard@albany.edu or visit the UAS Campus Funds webpage.

PODIUM & F/S DINING PLAN REFUND REQUEST



Complete form and choose one of the delivery options below:

1. Sign and drop off at ID Card Office in Campus Center B-52
2. Sign and faxed to ID Card at 518/442-8029 (please call 518/442-5989 to confirm receipt)
3. Electronically sign and email from the account owners UAlbany address to idcard@albany.edu

NOTE: forms received from alternative email addresses will not be processed

- If you are officially leaving the University, you can request a full Podium or F/S Dining Plan refund up to six (6) months after graduating, withdrawing, or ending employment at the University. Your refund is subject to a \$5 processing fee.
- If you officially leave the University without requesting a refund of your unused Podium balance, you will be charged a monthly inactivity fee of \$20 starting with the seventh (7th) month of successive inactivity. That fee will be deducted from the value of your unused balance prior to issuing any refund. The amount of any monthly inactivity fees is not refundable in whole or in part and will not be restored to you even if you later request a refund of your remaining balance. Your refund is subject to a \$5 processing fee.
- Remaining Podium balances for students or employees who have been inactive for three (3) consecutive years will be subject to escheating.
- Balances cannot be transferred to other people or accounts (e.g., Munch Money).

NAME: _____ STUDENT ID#: _____

DATE: _____ EMAIL: _____

MAILING ADDRESS (check will be mailed to this address):

By signing this document, you are attesting that you are no longer actively enrolled or employed with University at Albany, and agreeing to have your current balance, less the \$5.00 processing fee, deducted from your account and refunded by check to be sent the address provided on this form. Your current balance may be less non-refundable inactivity fees if it has been 7 months or more after you left the University. If you are found to be an active student or employee, your refund will not be processed and you will be notified at the email address above.

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

PROCESSED IN CSGOLD IN SUNYCard ON: _____ BY: _____

BALANCE AT TIME OF REQUEST: \$ _____ k- 7yV) ~ 7u-k \$5.00 FEE \$

RECEIVED IN UAS FINANCE DEPARTMENT ON: _____ BY: _____

GL CODING: _____

FINANCE AUTHORIZATION: _____ DATE: _____

PAYMENT INFORMATION: CHECK NO: _____ DATE: _____ INITIALS: _____