PODIUM ACCOUNT INACTIVITY FEE & REFUND POLICY

- Podium balances remain on your SUNYCard 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 GET: SUNYCard Online Services.

- Balances cannot be transferred to other people or accounts (e.g., Munch Money).

- If you are officially leaving the University, you can request a Podium 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 points 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 unused points. 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 forfeited.

- To request a refund, visit the SUNYCard 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 SUNYCard secure. If your SUNYCard is lost or stolen, immediately deactivate via GET: SUNYCard Online Services. Once disabled, the account cannot be used for purchases. You need to go to the SUNYCard 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 GET: SUNYCard Online Services.

Please contact the SUNYCard Office at sunycard@albany.edu or 518-442-5989 if you have any questions.
PODIUM ACCOUNT REFUND REQUEST
Complete form and choose one of the delivery options below:
1. Sign and drop off at SUNYCard in Campus Center B-52
2. Sign and faxed to SUNYCard at 518/442-8029 (please call 518/442-5989 to confirm receipt)
3. Electronically sign and email from the account owners UAlbany address to SUNYCard@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 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: _____________________________________________________________________ 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 Podium Balance, less the $5.00 processing fee deducted from your Podium 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: $__________ REFUND AFTER $5.00 FEE $__________

RECEIVED IN UAS FINANCE DEPARTMENT ON: _____________________ BY: _______________________

GL CODING: ________________ ________________ ________________

FINANCE AUTHORIZATION: _____________________ DATE: _____________________

PAYMENT INFORMATION: CHECK NO: __________ DATE: _____________________ INITIALS: __________