FACULTY & STAFF (F/S) DINING PLAN ACTIVITY & REFUND POLICY

- F/S Dining Plan balances remain on your SUNYCard while you are an active employee and never expire until you officially leave the University and request a refund. New deposits will be added to your existing balance.

- Balances cannot be transferred to other people or accounts (i.e., Podium).

- If you are officially leaving the University, you can request a refund up to six (6) months after 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 F/S Dining Plan 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 F/S Dining Plan balances that 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 the Faculty & Staff Dining Plan

- Bonus funds are added no later than three (3) business days after the end of any promotional period.

- The F/S Dining Plan can only be used at on campus dining venues, vending machines, Shop24 and the 518 Market (food items only) and is subject to NYS sales tax, where applicable.

- The F/S Dining Plan includes a 10% discount at select retail dining locations, and discounted meals in the five all-you-care-to-eat quad dining rooms. Visit the [UAlbany Dining website](http://www.ualbany.edu) for details.

- You are financially responsible for any fraudulent use of your F/S Dining Plan account, so please keep your SUNYCard secure. If your SUNYCard is lost or stolen, immediately deactivate via [GET: SUNYCard Online Services](http://www.sunycard.albany.edu). 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](http://www.sunycard.albany.edu).

Please contact the SUNYCard Office at sunycard@albany.edu or 518-442-5989 if you have any questions.