University Auxiliary Services at Albany

**Important Information About Your Podium Account**

- Podium balances remain on your SUNYCard while you are a current student or active employee.
- Students who graduate or withdraw from the University and have a Podium balance greater than $5.00, can request a Podium refund up to six months after graduating or withdrawing from the University. Employees who leave University service and have a Podium balance greater than $5.00 can request a Podium refund up to six months after leaving University service. To request a refund, visit the SUNYCard Office (Campus Center B-52). UAS will mail a refund check to your home address.
- Remaining Podium balances for students who have not been registered for classes for two consecutive academic years are non-refundable and will be forfeited. Podium balances remaining for employees who are not identified in the Human Resources database as an active employee for two consecutive years are non-refundable and will be forfeited.
- Podium balances do not accrue interest.
- You cannot withdraw cash from a Podium Account.
- Podium balances cannot be transferred to another individual or to a Munch Money account.
- You are responsible for keeping your SUNYCard secure. You are financially responsible for any fraudulent use of your Podium account. If your SUNYCard is lost or stolen, immediately deactivate your SUNYCard online. Once disabled, the account cannot be used for purchases.
- If you return books or merchandise to the University Bookstore purchased with your Podium account, refunds will be credited directly to your Podium Account.
- Podium Account purchases are subject to sales tax where applicable.

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