University Auxiliary Services
Podium Account Activity & 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. Balances cannot be transferred to other people or funds (e.g. Munch Money, Faculty/Staff Plan).

- 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 portion 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 portion. 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 Your Podium Account

- Podium can be spent in many locations on and off campus for dining, vending, book store and more, and are subject to sales tax where applicable. For details visit http://www.albany.edu/uas/podium.php.

- You cannot withdraw cash from Podium.

- 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 until reactivated either by going to the SUNYCard Office or online.

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