PODIUM ACCOUNT ACTIVITY & REFUND POLICY

- Podium 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 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 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.

Please contact the ID Card Office at idcard@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 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 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 <u>current</u> 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: $_____ ·····················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: _____