# LIONCASH+ REFUND REQUEST FORM

**Refund Policy:**
Requests for refunds will only be granted to students upon graduation or withdrawal from the University. Students may also request a refund at the end of spring semester. Faculty and staff may obtain refunds upon request at any time. All requests for refunds upon graduation, withdrawal from the University, or termination of employment by the University must be received within ninety (90) days of graduation, withdrawal, or termination. Any funds left in an account longer than ninety (90) days are forfeited and become the property of the University.

Refunds will only be issued via a check made payable to the cardholder and will be mailed to the permanent home address on record.

Check appropriate box: ❑ Student ❑ Faculty/Staff

Cardholder Name: _____

E-mail Address: _____

Telephone Number: _____

Card Number (16 digits): _____

PSU ID Number (9 digits): _____

Refund Address: _____

_____

Date of graduation or withdrawal from University _____

Refund Amount * : ❑ Entire account balance
or
❑ Specified amount $ _____

*** A $10 processing fee will be deducted from each refund. In addition, all University debts must be satisfied prior to a refund being processed.**

_____
Cardholder Signature

_____
Date

**Deliver or mail this form to: id+ Office**
**20 HUB-Robeson Center**
**University Park, PA 16802**
**814-865-7590**