Norfolk State University
Office of Student Accounts
700 Park Avenue, Norfolk, Virginia 23504

SpartanCard Authorization Form

Name of Student: _____ ID/SSN: _____
Last *First* *MI*

Local Address: _____
Number *City* *State* *Zip*

Telephone #: _____ E-Mail Address: _____ Term: _____

Check your choices below:

SPARTAN BUCKS

Amount Requested: $ _____ | _____
Maximum amount Allowed Per Semester: $1,000.00 Full-Time *(Written Dollar Amount)*
$600.00 Part-Time

COMMUTER MEALS

☐ $170.00 = 25 Meal Plan (w/$25 Dining Dollars) ☐ $444.00 = 75 Meal Plan (w/$25 Dining Dollars)
☐ $310.00 = 50 Meal Plan (w/$25 Dining Dollars) ☐ $572.00 = 100 Meal Plan (w/$25 Dining Dollars)

TERMS AND CONDITIONS

1. If financial aid funds exceed tuition, fees, housing and meal charges, the expected financial aid refund may be used to deposit funds on the SpartanCard, subject to limitations described below in item# 7.
2. Return of items purchased on the SpartanCard will be credited only to the account on which the purchase was made and at the discretion of the seller.
3. Funds deposited on the SpartanCard account that have not been spent or requested during the refund periods (Nov. 15th - Dec. 15th and Apr. 15th thru May 15th) will remain on the account until graduation or official withdrawal from the University.
4. Any unused SpartanCard funds may be used to satisfy outstanding financial obligations to Norfolk State University.
5. Questions regarding SpartanCard account balances and refunds should be directed to the SpartanCard Center at (757) 823-9479.
6. The University will not assume responsibility for cancellations, reductions or miscalculations of financial aid that will result in a balance on the student's account.
7. Eligible full-time students are allowed to receive a maximum of $1,000 on Spartan Bucks and eligible part-time students a maximum of $600, which does not include commuter meal plans. Spartan Bucks can be used at the Cafeterias, Chick-fil-a, Food Court, Bodega, Convenience Store, Bookstore, Ticket Center, Copy Connection, Coca-Cola/Juice/Laundry Machines, Library, Parking and the Cashiers' Office.

By signing this authorization form, I acknowledge that I have read and understand the above information. I give the University permission to charge my account for the amount(s) listed above and I understand that my Title IV funds will be applied to these charges.

Student: _____ Date: _____

Transaction Posted By: _____ Date: _____