

NORFOLK STATE UNIVERSITY

SPARTANCARD OFFICE

Request for Refund

SpartanCard refunds are available to any current or former students with SpartanCard balances and may be requested in the SpartanCard Office. Refunds will ONLY be directly deposited into the checking/savings account on file with the University. REQUESTS MUST BE FOR THE ENTIRE BALANCE. Monies will be refunded after all outstanding obligations to the University are satisfied. Please allow 4-6 weeks from the time of processing to receive the refund.

Please print clearly

Date

Name (Last, First, MI)

Student ID# (7-DIGIT)

Mailing Address:

Street

City

State

ZIP

Signature _____

Daytime Phone _____

Date

DO NOT WRITE BELOW THIS LINE

<u>Account</u>	<u>Balance</u>
SpartanBucks	_____
Less: Outstanding Account Balance	_____
Parking Fine	_____
Library Fine	_____
Refund Amount	_____