

**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 mailed to the address 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 cease all transactions using your SpartanBucks after you have submitted the request for refund or your refund request will not be processed. \*\*

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	_____