



Enrollment Center
MY TRI-C CARD REFUND REQUEST

FOR ENROLLMENT CENTER USE ONLY

SV Account: _____
Term: _____
\$ Amount Refunded: _____
Banner Receipt #: _____
Cashier: _____
Supervisor: _____
Date: _____

Please Print

Student/Staff Name: _____

Student/Staff ID: S _____

Contact Ph#: _____

Refund Requested \$ _____ (Maximum Refund permitted \$150.00)

Terms & Conditions

Refunds are only eligible to be issued from the **Tri-C Cash, Dining Dollars and Vending** stored value accounts. The **Book Account, & Emergency** stored value accounts are not eligible for reimbursement, or transfer, to other stored value accounts.

By signing this form, customer (*Student/Staff listed above*) understands and agrees that the approved amount refunded will be received **no sooner than 35 business days following the start of the applicable term**. Per Cuyahoga Community College Procedural Guidelines, all outstanding balances must be settled prior to refund distribution. Customer understands that these guidelines may cause any refund to be less than what is originally requested on this form.

Customer understands that this request may be denied based on current or past account activity that includes fraudulent charges or misuse of the College's (*Cuyahoga Community College*) products or services offered, whether on campus or through a remote environment. Any misuse found may result in investigation and possible prosecution.

All approved refunds are processed as a check and are written to the name of the account holder, and mailed to the current address on file in the College Enrollment Center.

All changes to the way Financial Aid is applied to a customer account, or My Tri-C Card stored value accounts, must be made at the Campus Financial Aid Office.

Completed form, along with college photo identification, must be presented to campus enrollment center to begin request process.

Customer Signature: _____ Date: _____