

# William & Mary Tribe Card Services

Campus Center Room 169

104 Jamestown Road

Williamsburg, VA 23187

## Request for Refund for W & M Express Account

Name: \_\_\_\_\_ ID Number (930): \_\_\_\_\_

Address to where you would like the check mailed:

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It is the policy of the College of William and Mary to return Express account balances for the following reasons only:

- (1) Graduation
- (2) Leaving the College and not returning
- (3) Emergency situations

Requests are processed AFTER separation from the College. Express balances MUST be \$10.01 or more to be eligible for a refund. Please use the space below to explain your reason for requesting a refund:

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### William & Mary Express Account

The William and Mary Express Account is a debit account linked to the W&M ID card. No cash withdrawals may be made. Funds in the W&M Express account automatically carry over from one semester to the next. Accounts will terminate upon separation, withdrawal or graduation from the College. Balances of \$10.00 and under at account termination shall revert to the College. Refunds are made by mail only after a Request for Refund form is approved by Tribe Card Services. Forms must be received no later than 90 days after termination. All College debts should be satisfied prior to a refund being processed. Please allow 4-6 weeks after termination to receive your refund check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to the Tribe Card Services office. Requests will be held for processing until the official graduation/withdrawal date.

\_\_\_\_\_  
For Office Use *Only*

Approved By \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Refund \_\_\_\_\_