

JagCard Cash Refund Request Form
Augusta State University
Jaguar Student Activity Center, Room 134
2500 Walton Way, Georgia 30904
706-731-7080

Name (First, Middle, Last)

Address

City, State

Zip

927#

Telephone number

Refund Pre-Requisites

1. No refunds will be issued for JagCard cash account balance of \$10.00 or less in value.
2. If you are a Student, you must have:
 - Withdrawn from Augusta State University
 - Graduated from Augusta State University
3. If you are a Faculty or Staff Member, you must have ceased employment with Augusta State University.

All refund requests must be received within 180 days of graduation, withdrawal or termination. Funds in the ASU JagCard cash account longer than 180 days are forfeited and become the property of Augusta State University. A processing fee of \$5.00 will be deducted from the remaining balance. Please allow approximately four weeks for any refund to be processed. Please mail to ASU JagCard Office, Box 44, 2500 Walton Way, Augusta, Georgia 30904.

Signature

Date

For Office Use Only:

Amount refunded: \$ _____

Date Processed: _____

Initials: _____