



HOBART AND WILLIAM SMITH COLLEGES

ONECARD REFUND REQUEST FORM

Date: _____

Last Name: _____ First Name: _____ MI: _____

Street Address: _____ Apt.: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

Current HWS ONECARD COMMUNITY CASH Balance: \$ _____

Reason for Refund:

____ I am graduating

____ I am not returning to HWS next term

____ Faculty/Staff Member no longer employed at HWS

Refund Policy

- Upon graduation or withdrawal from HWS Colleges, any COMMUNITY CASH account with a balance of \$5 or higher will be eligible for a refund provided you complete the OneCard Refund Request Form.
- You must apply with the OneCard Office for a refund at the end of the term in which you graduate or at any other time during the term if you officially separate from HWS. COMMUNITY CASH balances of more than \$5.00 will be eligible for a refund for one year following date of employment termination, date of graduation or official withdrawal as a student.
- Refunds will not be received until all school fees are paid in full. All refund checks will be mailed to the payee. Refunds take approximate 2 weeks for processing.
- Faculty and/or staff that are no longer employed at HWS will not receive refunds until all personal computer loans and/or Colleges Store purchasing accounts are paid in full. Faculty and/or staff may direct the Colleges' to redirect their COMMUNITY CASH dollars to make payment towards these accounts.

Signature: _____ Date: _____

Processed by: _____ Date: _____