

RU Express Refund Form Request

ALL INFORMATION MUST BE PROVIDED IN ORDER TO PROCESS YOUR RU EXPRESS REFUND REQUEST.

Name

RUID Number

Signature

Permanent Contact Phone Number

Student E-mail Address

Reason for Refund:

- GRADUATING DATE _____
 WITHDRAWAL DATE _____
 DISMISSAL DATE _____

PROOF OF WITHDRAWAL OR DISMISSAL IS REQUIRED AND MUST BE SUBMITTED WITH THIS FORM.

RU Express refund request forms must be submitted to:

New Brunswick Campus:
RU Express/Board Plan Office
Records Hall, Room 102
620 George Street
New Brunswick, NJ 08901

Closing Accounts. Proof of withdrawal or dismissal is required. Only balances equal to \$25.00 or more will be refunded. Checks will be mailed to the permanent address as indicated on the student record. Please make sure your address is updated on the registrar's web site (<http://registrar.rutgers.edu>) Refunds will not be automatically issued at the end of the spring semester.

Inactive Accounts. RU Express accounts showing no cardholder activity after 18 months will be closed and all remaining funds will be forfeited.

Student Accounting Services will determine if a student is entitled to a refund check based on their financial obligations to the University. Checks will be mailed to the permanent address as indicated on your student record. Please make sure your address is updated on the Registrar's web site (<http://registrar.rutgers.edu>).