

## Don Dollars Account Close/Refund Form

As indicated in your Don Dollars account Terms and Conditions policy:

The University of San Francisco (USF) reserves the right to close an Owner's Don Dollars debit account at any time. Likewise, the Owner may close his or her Don Dollars debit account at any time; however, USF reserves the right to refuse an application to establish a new account. The Owner's Don Dollars debit account will be closed automatically if he/she fails to maintain USF affiliation.

If there is a remaining balance on the Owner's Don Dollars debit account, he/she may request a refund, which will be mailed to the Owner in the form of a USF-issued check. Otherwise, the remaining balance will be applied to any outstanding financial obligation the Owner has with the University. If no such obligation exists, the balance will be forfeited, unless the Owner submits a Don Dollars Account Close/Refund Form within one (1) year of the account deactivation date.

The One Card Office will begin processing the Owner's closed account paperwork within three (3) business days. After the paperwork has been processed and filed, a refund check will be mailed to the Owner within ten (10) business days.

Please complete the following information to permanently close your Don Dollars account:

\_\_\_\_\_

**Date (MM/DD/YYYY)** **USF ID #**

\_\_\_\_\_

**Last Name** **First Name** **Middle Initial**

\_\_\_\_\_

**Mailing Address (Street, City, State, Zip Code)**

**Reason for Closing the Account (Check One):**

<input type="checkbox"/>	Withdrawal from USF
<input type="checkbox"/>	Leave of absence from USF
<input type="checkbox"/>	Graduation from USF
<input type="checkbox"/>	Other (please explain) _____

\_\_\_\_\_

**Signature** **Today's Date**

<b><u>FOR OFFICE USE ONLY</u></b>	
<b>Date Received:</b>	<b>Closing Account Balance:</b>