

# EXPRES\$ CASH REFUND REQUEST



Name \_\_\_\_\_

Eastern ID # \_\_\_\_\_ Refund Amount \_\_\_\_\_

Student Withdrawing      Student Graduating      Partial Refund      Full Refund  
**NOT Withdrawing or Graduating**

EXPRES\$ CASH balances over \$10.00 will be applied to university bill before a refund is issued. Balances under \$10.00 will not be refunded so please spend balance. Electronic refunds to a bank account can be setup through e-Web, Personal Information/View Account/Refunds. If eRefund is not setup a check will be mailed to the permanent address listed with the university. It's the student's responsible to make sure a current address is on file in e-Web.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please save and send as attachment to: [cardservices@easternct.edu](mailto:cardservices@easternct.edu)**

## OFFICE USE ONLY

Date \_\_\_\_\_ Amount \_\_\_\_\_ EXPRES\$ CASH Posting / Deposit Return      Banner \_\_\_\_\_

Eastern Card Services / Sale      Initials \_\_\_\_\_