



## REQUEST FOR RETAIL POINT ACCOUNT CLOSURE

**\*\*\*For students who graduate or withdraw or employees who separate from the university only\*\*\***

I request permanent closure of my retail point account and refund of retail point balance. I understand that retail point refund requests are charged an administrative processing fee of \$15 and will require a minimum remaining balance of \$8 after the processing fee is deducted to be eligible for a refund. Requests are processed through the State of Maryland and you should expect a refund check within approximately 3 weeks. By signing below, I certify that I am closing my OneCard accounts and that any remaining dining points will be forfeited. I understand that a printed version of this form, with my original signature (not a fax or copy) must be mailed or hand-delivered to Towson University Auxiliary Services at the address listed at the bottom of the page, and that **I must include a photocopy of my Towson University ID # (or other photo ID).**

Cardholders with a retail point balance of less than \$23 may spend their points in the University Store including on-line (store.towson.edu) or other campus outlets which accept retail points.

Signature: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TU ID #: \_\_\_\_\_

Reason (check one)    ☐ Graduation                      ☐ Employment Termination                      ☐ Academic Withdrawal

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(Required)

### Mail refund check to:

Name (print): \_\_\_\_\_

Street/Apt: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

### MAIL FORM TO:

Towson University  
Attn: Verna Green  
Auxiliary Services Business Office  
University Union, Room 112, 8000 York Road  
Towson, MD 21252

**\* Remember to include a photocopy of your picture ID \***

***For Towson University Staff Use Only:***