

KU Card Center
Beak 'Em Bucks Account
Request for Refund

I, _____, _____ request a refund from my
(please print your name) Student ID #

Beak 'Em Bucks account because of the following reason. Attached is official documentation verifying my graduation, transfer, or withdrawal from The University of Kansas.

Graduation Transfer Withdrawal Other (please explain below)

Method of Payment:

Credit Card

Amount to be Refunded:

Full Amount

Refund Delivery

Federal Mail

E-Check

Other: _____

Pick Up

Date Added: ___/___/_____

I understand that a \$15 administrative fee will be charged to my account, and if I owe the university any money, the balance of my refund will first be applied to my tuition and fees assessment to satisfy any outstanding balances. If money still remains a refund will be issued in the same method as the payment was applied. Unless you have elected to pick up the check, the refund will be sent to the address provided below.

Mailing Address: _____

Phone Number: _____

(Student/Staff/Faculty Signature)

(Date)

**** Please allow 5-7 business days to process your request**

For Office Use Only.

Received by: _____ Date Sent for Processing: _____

Date Processed: _____ By: _____