

**NORTHAMPTON COMMUNITY COLLEGE
FLEX ACCOUNT CLOSE / REFUND REQUEST**

(Please Print Legibly)

Instructions to the Flex Account Owner: Complete and submit this form to the Bursar's Office, Main Campus, to permanently close your Flex Account and receive a refund of remaining Spartan Flex dollars. Account closure is permanent as account holders cannot close and re-open accounts between semesters. Spartan Flex Dollars on open accounts will roll-over to the next semester. Meal Funds, Meal Flex and Bonus Flex are not eligible for refund at any time and will not roll over to a future semester. Please print legibly and sign below so that your request can be processed.

Account Owner Information:

Student/Staff Name _____
Last First MI

Mailing Address _____
(Must match NCC Records) Street

City State Zip

I (printed name) _____

Last 4 of Student SS# _____ or Student ID# _____

I, the above-named Account Owner, request a refund of the balance on my flex account and that my account be closed. I understand that Meal Funds, Meal Flex and Bonus dollars are not eligible for a refund. I understand that credit program students will receive a refund according to their selected Refund Preference; and others by check in approximately 10 business days.

Note: The person who executes this form states that he or she is the person for whom the account is valid. Anyone submitting false or inaccurate information on this form is subject to punishment by fine or imprisonment or both.

Student Signature _____ Date _____

OFFICE USE ONLY:

TOTAL AMOUNT OF REFUND

\$ _____ Date _____

Bursar's Office Signature

Mail completed form to: Bursar's Office, Northampton Community College,
3835 Green Pond Road, Bethlehem, PA 18020