



Date of Submission: \_\_\_\_\_

### RU Express Refund Request Form

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
RUID Number or NetID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

RU Express refunds will be granted only to those who no longer attend Rutgers University and have balances equal to \$25.00 or more.

Reason for Leaving the University:

Graduated Date of Graduation: \_\_\_\_\_  
*Refund will not be processed until after Date of Graduation.*

Withdrew Effective Date of Withdrawal: \_\_\_\_\_  
*Please provide copy of approved withdrawal form for immediate processing.*

Other (dismissed, transferred out) Last day on Campus: \_\_\_\_\_  
*Please provide reason. If approved, will be processed after last day on campus.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please do not submit this form more than one week in advance of your last day with the University. Refunds may take 4 to 8 weeks from the time we receive your request.

This form may be submitted the following ways:

Email (attachment) [ruexpress@dining.rutgers.edu](mailto:ruexpress@dining.rutgers.edu)

Fax (732) 932-3915

Mail RU Express and Board Plan Office  
Records Hall, Room 102  
620 George Street  
New Brunswick, NJ 08901