

First floor, Ward Hall
One College Green
La Plume, PA 18440



Phone: 570-945-8368

Fax: 570-945-8008

E-mail: StudentAccounts@keystone.edu

Student Business Services

Student Account Financial Aid Transfer to KeyKard

- ◆ The KeyKard is the same card as your student ID card.
- ◆ Funds on the KeyKard may be used in the college bookstore, the student restaurant, the Giants' grill and the library.
- ◆ Signing this form acknowledges there is a responsibility to pay any charges or adjustments made after a refund is given.
- ◆ Funds that are transferred remain on the KeyKard unless a refund is requested by the student.
- ◆ Funds are available immediately for use once transferred.

Please complete the following questions and write down the amount of money you would like to transfer below:

- ◆ Name: _____
- ◆ Date: _____
- ◆ ID# _____
- ◆ **A maximum amount of \$800.00 will be transferred to the KeyKard per semester.***
- ◆ Transfer amount: \$ _____

In signing below, I acknowledge the terms and conditions of the College's KeyKard fund transfer policy. I understand that I am responsible for any unpaid balance on my student account.

- ◆ Signature: _____

Please return form to the office address above. Faxed forms are accepted.

* Please contact our office should there be a need for more funds due to essential supplies.