

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

- Name: _____
- Date: _____
- ID#: _____
- Transfer Amount: \$ _____

****A maximum amount of \$600.00 will be transferred to the KeyKard per semester.****

In signing below, I acknowledge the terms and conditions of Keystone College's Kard 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 below. Faxed forms are accepted.*****

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

Updated 11-27-17