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.

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