

## FACULTY STAFF DINING PLAN ACTIVITY & REFUND POLICY

- Faculty & Staff balances remain on your ID Card while you are an active employee. New deposits will be added to your existing balance. Balances cannot be transferred to other people or funds.
- If you are officially leaving the University, you can request a refund up to six (6) months after ending employment at the University. Your refund is subject to a \$5 processing fee.
- If you officially leave the University without requesting a refund of your unused Podium balance, you will be charged a monthly inactivity fee of \$20 starting with the seventh (7<sup>th</sup>) month of successive inactivity. That fee will be deducted from the value of your unused points prior to issuing any refund. The amount of any monthly inactivity fees is not refundable in whole or in part and will not be restored to you even if you later request a refund of your unused points. Your refund is subject to a \$5 processing fee.
- Remaining Faculty & Staff balances for students or employees who have been inactive for three (3) consecutive years will be forfeited.
- To request a refund, visit the ID Card Office (Campus Center B-52). UAS will mail a refund check to your home address.

### Additional Important Information about Your Faculty & Staff Dining Plan

- Bonus Funds are added no later than three (3) business days after the end of any promotional period.
- Faculty & Staff Dining Plans can only be used in on campus dining venues, and are subject to sales tax where applicable.
- You will receive a 10% discount on purchases at select retail dining, and you can purchase discounted meals in the all-you-care-to-eat dining rooms. Visit <https://ualbanydining.com/> for details.
- You are responsible for keeping your ID Card secure. You are financially responsible for any fraudulent use of any account on your ID Card. If your ID Card is lost or stolen, immediately deactivate your ID Card online via <http://www.UAlbanyID.com> or any of the links to GET: ID Card Services on the UAlbany web site and app. Once disabled, the account cannot be used for purchases.

Please contact the ID Card Office at [ldcard@albany.edu](mailto:ldcard@albany.edu) or 518-442-5989 if you have any questions.