

MILLS College – Finance Office
Application for Appeal of Returned Item Charges for Payments or eRefunds

To help offset the administrative costs incurred by Mills College with respect to processing returned items (payments or eRefunds) students, staff, and faculty are charged a \$35.00 fee for each returned item. The fee is charged for any returned item, but may be waived in certain situations.

Purpose –

The purpose of this form is to allow students, faculty and staff to formally appeal to have bank fees waived in the case of extenuating circumstances.

Instructions –

Fill out all required (*) information, and submit to finance@mills.edu. Please allow 10 business days for a response. All decisions are final, and the same charge cannot be appealed twice.

*Date of Return	
*Amount of Item	
*Mills ID	
*Name	
*Mills Relationship (Select 1 only)	<input type="checkbox"/> Student <input type="checkbox"/> Employee (Staff or Faculty) <input type="checkbox"/> Other Explain: _____
*Please explain briefly why you feel this fee should be waived.	

Finance Use ONLY

Approved *Reversed on Student Account* *Reversal Transaction Number (Banner):* _____

Rejected Explanation _____

Reviewed By _____ *Date* _____

Student/Employee Notified of Decision *Date* _____

Student Accounts/Employee Accounts Receivable Notified of Decision *Date* _____