

**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.

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

**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 \_\_\_\_\_