



**Title:** Bear Card Transfer Policy  
**Effective Date:** July 1, 2025  
**Issuing Authority:** Senior Vice President for Finance and Administration  
**Policy Contact:** University Bursar  
[bursar@mercer.edu](mailto:bursar@mercer.edu), 478-301-1111

### **Purpose**

The Office of the Bursar offers Bear Card transfers to advance excess Financial Aid funds to the student Bear Card for the purchase of books and supplies. The purpose of the policy is to establish guidelines for the Bear Card transfers.

### **Scope**

This policy applies to Mercer University students who seek Bear Card transfers.

### **Exclusions**

None

### **Policy Statement**

- Money transferred to the student Bear Card is NON-REFUNDABLE except upon graduation or withdrawal from Mercer University.
- The Bear Card can only be used at approved locations. Bear Card funds cannot be withdrawn through a bank ATM.
- If the student loses eligibility for financial aid or withdraws from Mercer University, the student will be liable for all balances owed.
- The amount of advance cannot exceed the amount of the credit, or \$600 per term, without supporting documentation to show why additional funds are necessary.
- Undergraduate students must opt out of the Bear Book Bundle in order to be eligible for a Bear Card Transfer.

### **Additional Resources**

Bear Book Bundle Policy: [policies.mercer.edu/bear-book-bundle/](https://policies.mercer.edu/bear-book-bundle/)

### **Website Address**

For step-by-step instructions, please visit the Bursar's website, [bursar@mercer.edu](mailto:bursar@mercer.edu).