



Campus Recreation Cancellation/Refund Request Form

Please be aware by completing this form a REFUND is NOT GUARANTEED.
Refunds are reviewed by the Campus Recreation staff member responsible for the program area to determine if you qualify for a refund based upon the program's refund policy.

(required for NCard refund-all 16 digits)

Faculty/Staff Student Guest

Primary Member's Name: _____

Address refund should be mailed to: _____

City: _____ State: _____ Zip: _____ Home phone: _____

E-Mail: _____

Please check for whom you are requesting refunds:

- Yourself (primary member)
- Spouse / Collateral Dependent Name _____
- Dep. Child name _____ Dep. Child Name _____
- Dep. Child Name _____ Dep. Child Name _____

Please check all item(s) you wish to cancel and provide the necessary information:

- Membership
- Locker rental Locker # _____ Locker Holder's Name _____
- FitCard
- YogaPass
- Instructional class Class name _____
- Intramural registration Sport name _____
- Outdoor trip Trip name _____
- Husker summer camp registration Session # _____
- Other _____

Please check the form of refund payment you prefer and attach the original receipt or a copy of the original receipt to this form.:

- Credit Card Refund (may be used if original transaction was processed with a credit card and the original card must be credited)
- NCard Refund (may be used if original transaction was cash, credit card, or NCard)
- Warrant Request/Check (may be used if original transaction was check, cash, credit card or NCard)

Signature: _____ Date: _____

Office Use Only: Date request received _____ Emp. Initials _____

Original payment type: (check one) Cash Check NCard Credit Card Payroll Deduction

Original total amount _____ Original receipt# _____ Original purchase date _____

Program area rep: Refund money: Yes No Amount of refund _____

Called patron to discuss refund amount: Yes No

Program area rep signature _____ Rec Trac updated Receipt # _____