



## 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.

Faculty/Staff  Student  Guest

**Required for N-card refund (16 digit number)**  
                  
 (required for NCard refund-all 16 digits)

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: (circle one) Cash Check NCard Credit Card Payroll Deduction

Original total amount \_\_\_\_\_ Original receipt# \_\_\_\_\_ Original purchase date \_\_\_\_\_

Place form in refund folder at Front Desk and JoAnn will obtain information below the dotted line.-----

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 # \_\_\_\_\_