

UCard Student Refund Request

Cardholder Information

Student Name: _____

Student Number: _____

Campus: _____

Date Submitted _____

Reason for Refund:

- Academic Withdrawal
 (Provide documentation) Graduating

UCard account balances of \$25 or more will be approved for refund when a student is classified as an academic withdrawal and provides documentation, or of a student is graduating and not returning to UW Colleges after the semester is over. A refund processing fee of \$10 will be assessed on the balance prior to issuing a refund.

Note: If your balance is \$25 or less after the refund processing fee has been assessed, we encourage you to spend it on campus prior to your departure.

All refunds will be paid by check and sent to the Student's home address in the PRISM Student system.

Please email completed form to; Ucardsupport@uwc.edu

Student Signature (typing of name here can serve as electronic signature)

Date

UW Colleges Use Only

Approved Approved by _____ Date Refunded _____

Rejected (reason why _____)

Current Card Balance _____ Less \$10 Fee = Net Balance Refunded _____

Comments: