

# Refund Request

Refund policies are listed on the back of this form. Please read through the refund policies to determine if you qualify to submit a refund request.

Refunds may take up to 2 weeks for approval and 3 weeks to be issued. You will be notified of the decision by email once your request has been reviewed. If approved, your refund will be credited back in the same form of payment as initially processed.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Student or Membership ID#: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Item/Program Purchased: \_\_\_\_\_

Reason(s) for request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internal Use Only	
Purchase Information	
Date of Purchase: _____	Amount: \$ _____
Method of Payment: Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Online <input type="checkbox"/>	
Order #: O- _____	Full <input type="checkbox"/> Partial <input type="checkbox"/> Approved Amount: \$ _____
Declined – reason: _____	
Program Supervisor Signature: _____	Date: _____
Refund Information	
Amount: \$ _____	Refund Processed in Fusion <input type="checkbox"/>
Refund Method: Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Online <input type="checkbox"/>	
Order #: O- _____	Processor Signature: _____ Date: _____
Comments _____	

**Refund Policies**

**CPR Classes-** All sales are final. Registration fees can only be refunded for a verified health reason that prevents class participation.

**Membership** –Memberships can only be refunded for a verified health reason or if a faculty/staff member terminates employment with NDSU.

**Outdoor Adventures** – All sales are final. No refunds will be given in the event that equipment can't be utilized due to inclement weather or any other personal reasons including, but not limited to, injury or illness.

**Paid Programs and Events-**All sales are final. Registration fees can only be refunded for a verified health reason that prevents participation.

**Personal Training** – Sessions expire six months after the purchase date. No refunds will be given for unused sessions.

**Swim Academy** – All sales are final. Registration fees can only be refunded for a verified health reason that prevents class participation.

**Swim Train** – Sessions expire six months after the purchase date. No refunds will be given for unused sessions.

\*Exceptions for these programs and other Wellness Center programs may be made for extenuating circumstances on a case-by-case basis