

Refund Policies

Wellness Center refund policies for membership, programs and outdoor adventure equipment can be found at www.ndsu.edu/wellness. Refund policies are also 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, refund will be credited back in the same form of payment as initially processed.

First Name: _____ Last Name: _____

Student or Membership ID#: _____ Date Requested: _____

Email: _____ Phone: _____

Item/Program Purchased: _____

Reason(s) for request:

For Cash or Check Purchases

Address: _____

City: _____ State: _____ Zip Code: _____

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- _____	Invoice #: I- _____
Payment #: _____	Approved Amount: \$ _____
Declined – reason: _____	
Program Supervisor Signature: _____	Date: _____
Refund Information	
Amount: \$ _____	Refund Processed in Fusion <input type="checkbox"/>
	Refund Requested from CAS Accounting <input type="checkbox"/>
Processor Signature: _____	Date: _____
Comments _____	

Refund Request

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.

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

Swim Academy – No refunds or transfers within 48 hours of the start of the session.

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