

Refund Policy

All requests for program/course and membership refunds should be directed to the Customer Service Desk for approval. Requests will be sent to the appropriate staff member for consideration.

- Memberships can only be refunded for a verified health reason, or if a faculty/staff terminates employment with NDSU. Requests must be received three weeks prior to the expiration date of the current membership.
- Course registrations are fully refundable as long as the requests are received seven days prior to the first class/session.
- Full refunds will be issued when courses or programs are canceled.
- For Swim Academy refunds, see https://www.ndsu.edu/wellness/aquatics/ndsu_swim_academy/

*Refunds may take up to three weeks for approval and issuance.

Refund Request Information

Last Name: _____ First Name: _____ ID#: _____ Date: _____

E-mail: _____ Phone: _____

Membership/Course to be refunded: _____

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: \$ _____	Order #: _____	Invoice #: _____	Payment #: _____
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check	Office Manager Signature: _____	Date: _____