



University of Richmond
Weinstein Center for Recreation and Well-Being Center

OAR Refund & Cancellation Request Form

Refund and Cancellation Policy (Summary):

- Refund forms must be submitted no later than 5 days prior to the start of the trip
- If OAR Cancels: Full refund or credit toward another trip in the same semester, pending availability.

Instructions: Print, complete, and sign this form. Email a scanned copy (or clear photo save as PDF) to uroutdooradventure@gmail.com no later than **5 days** prior to the start of the trip. Refunds are issued only to the original online payment method (credit/debit). Processing time is up to **30 business days** after approval.

Date of Request:

Refund Amount Requested:

Original Form of Payment: Credit Card (on-line)

Check

Payee's Name:

Mailing Address:

Email:

Phone Number:

UR ID#:

Reason for Refund:

Requester Signature:

Date:

Received by:

Date:

For Office Use Only:

Approved: YES _____ NO _____ Amount: _____

Approver's Signature: _____ Date: _____

(Completed by Manager, Member Services or Budget Coordinator when refund is processed):

Index: _____ Account Code: _____ Amount: _____

Date Credit Card Request Submitted: _____ OR Date Check Submitted: _____

Requester Notified by: Phone _____ OR Email _____ Date: _____