



University of Richmond – Health & Well-being

Refund Request Form
2/2019

Refund Request Forms must be submitted to Member Services or the Program Manager no later than 5 business days prior to the start of the program. If approved, refunds may take up to 60 business days to process due to the required University check request procedures. Refunds for Spidercard and credit card payments are processed more quickly.

Date of Request: _____ Refund Amount Requested: _____

Original Form of Payment: CASH _____ CHECK _____ Spidercard _____ Credit Card (on-line) _____

Payee's Name: _____

Mailing Address: _____

Email: _____

Phone Number: _____

UR ID# (if UR employee/student): _____

Reason for Refund:

Requestor Signature: _____ Date: _____

Received by: _____ Date: _____

For Office Use Only:

Approved: YES _____ NO _____ Amount: _____

Approver's Signature: _____ Date: _____

(Completed by Manager, Member Services if paid by CC or Spider Card OR Budget Coordinator if paid by cash/check):

Index: _____ Account Code: _____ Amount: _____

Date Check Request Submitted: _____ **OR** Date Spidercard/Credit Card Refunded: _____

Requestor Notified by: Phone _____ **OR** Email _____ Date: _____