



# Instructional Classes & Programs Refund/Transfer Request Form

Refund     Transfer     Class Cancelled     Payroll Deduction Cancellation

OFFICE USE ONLY
Date: _____
Time: _____
Init: _____

Use this form to request a refund of an activity, to initiate a transfer between two activities, or to cancel Payroll Deduction. Please CLEARLY PRINT all information. Submitting this form **DOES NOT GUARANTEE A REFUND**. Notification of all refund denials will be sent to the email address provided. Policies are listed on back of this request form

<b>First Name</b>	<b>Last Name</b>	<b>Today's Date (mm/dd/yyyy)</b>	<b>Time (hh:mm am/pm)</b>
<b>Student/Staff ID or Rec card #</b>	<b>EMPL ID#</b>		
<b>Home Address</b>	<b>City, State and ZIP Code</b>		
<b>Email Address (required)</b>			
<b>Daytime Phone Number</b>	<b>Home Phone Number</b>		
(    )	(    )		

### This request applies to:

F.I.T. Class     Instructional Class     Aquatics     Private Instruction/PFT     IM/Club Sports     Other \_\_\_\_\_

Refund/Transfer out of:			Transfer into (if applicable):		
Class	Section#	Original Cost	Class	Section#	Original Cost
Class	Section#	Original Cost	Class	Section#	Original Cost
Class	Section#	Original Cost	Class	Section#	Original Cost
Total: \$_____			<input type="checkbox"/> Charge transfer fee	Total: \$_____	

If transferring, the fee previously paid for Activity #1 will be applied toward Activity #2. Any balance to be paid **MUST be paid when completing this transaction with the cashier**. If there is a balance due to you, the money will be refunded per the refund schedule on the back of this form.

**Method of original payment:**     Check     Cash     Bruin Card     Credit Card     Payroll Deduction  
 VISA     MASTERCARD     DISCOVER     AMERICAN EXPRESS

(provide first and last four digits of your credit card number): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Exp: \_\_\_\_\_ / \_\_\_\_\_

### Reason for Request (REQUIRED):

---

---

### Refund Schedule:

Refunds for services originally paid with a credit card or Bruin Card normally post within 72 hours of processing. Check, Cash or Online Debit payments are processed through UCLA General Accounting and a check will be mailed to the address above within 4-6 weeks.

***I have read the policies on the back of this form and certify that all information above is correct.***

\_\_\_\_\_  
Signature

↓ Important Information on Back ↓



## Instructional Class & Programs Refund/Transfer Request Form

### POLICIES for Refunds, Transfers, Credits, Drops & Payroll Deduction Cancellation

Notification of all refund denials will be sent to the email address provided on the front of this form.

**RECREATION CLASSES AND OA TRIPS REFUND POLICY:** Minimum refund request is \$5. Refund requests received **by noon 2 business days prior** to the first class or meeting receive a **90% refund**. There are no refunds for Horseback Riding, MAC Classes and OA Trips after noon 2 business days prior to first class or meeting. FIT/Instructional Classes: requests received **prior to the 2<sup>nd</sup> class meeting** may be refunded **50%**. **THERE ARE NO REFUNDS AFTER THE 2<sup>nd</sup> CLASS MEETING.**

**CLASS TRANSFER POLICY:** Transfer requests for FitWell/Instructional Program classes receive a **100% credit** towards another class if used **in the same quarter**. If the requested class is full, your transfer must be accompanied by a signed **ADD SHEET** from the instructor. Transfer requests for MAC Classes or OA Trips must be received 2 days prior to the first class or meeting, and must be used within 90 days.

**PERSONAL FITNESS TRAINING and PRIVATE INSTRUCTION:** If you choose to pay for sessions in advance, a refund may be issued for unused sessions less a \$25 processing fee if the request is received by UCLA Recreation within 6 months of the purchase. Sessions expire 6 months after the date of purchase.

**OUTDOOR ADVENTURES/MARINA AQUATIC CENTER EQUIPMENT RENTALS:** There are no refunds issued for MAC equipment rentals or OA Center equipment rentals. However, a credit voucher may be issued for OA Center equipment rentals that is valid for 90 days if request is submitted no later than one week prior to trip departure or equipment pick-up date.

**CHALLENGE COURSE, GROUP or ROCK WALL PROGRAM:** A \$50 administrative fee will be refunded only if WE cancel your program. If YOU cancel any, or all, of your participants on or before the day of your program, the amount of the refund varies in accordance with how far in advance you cancel: 21 or more days = 100% (minus \$50 administration fee); 14 to 20 days = 50%; Fewer than 14 days/No Show on day of program = No refund.

**WILDERNESS WELCOME TRIPS:** Refund Schedule: Refund requests made more than 30 days before the trip, 90% refund; Requests made between 30 and 15 days before the trip, 50% refund; Requests made less than 15 days before the trip, no refunds.

**INTRAMURAL SPORTS:** Refund requests are reviewed by the Intramural Sports staff.

<p><b>OFFICE USE ONLY:</b></p> <p><input type="checkbox"/> APPROVED</p> <p style="text-align: right;">% REFUND: _____%</p> <p style="text-align: right;">REFUND AMT: \$ _____</p> <p style="text-align: right;">AMT OWED: \$ _____</p>	<p><input type="checkbox"/> DENIED</p> <p style="text-align: right;">Reason: _____</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">_____</p>																				
<p>Notes _____</p> <p>_____</p>																					
<p>Authorized Signature: _____ Date: _____</p>																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account / Fund / Project / Description</th> <th style="text-align: right;">Original Amount</th> <th style="text-align: right;">Less Processing Fee</th> <th style="text-align: right;">Refund Amount</th> </tr> </thead> <tbody> <tr> <td>_____ / _____ / _____ / _____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>_____ / _____ / _____ / _____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>_____ / _____ / _____ / _____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">\$ _____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td></td> <td></td> <td style="text-align: right;"><b>\$ _____</b></td> </tr> </tbody> </table>		Account / Fund / Project / Description	Original Amount	Less Processing Fee	Refund Amount	_____ / _____ / _____ / _____	\$ _____	\$ _____	\$ _____	_____ / _____ / _____ / _____	\$ _____	\$ _____	\$ _____	_____ / _____ / _____ / _____	\$ _____	\$ _____	\$ _____	<b>TOTAL</b>			<b>\$ _____</b>
Account / Fund / Project / Description	Original Amount	Less Processing Fee	Refund Amount																		
_____ / _____ / _____ / _____	\$ _____	\$ _____	\$ _____																		
_____ / _____ / _____ / _____	\$ _____	\$ _____	\$ _____																		
_____ / _____ / _____ / _____	\$ _____	\$ _____	\$ _____																		
<b>TOTAL</b>			<b>\$ _____</b>																		
<p>Check Request Processor Only</p> <p>Date Cancelled _____</p> <p>PAC # (if applicable): <b>3730 X</b></p>	<p>Cashier Use Only</p> <p>Receipt# _____ Initials _____ Date _____ Log # _____</p> <p>____ Tender: <input type="checkbox"/> Credit Card <input type="checkbox"/> Check (send to processor)</p>																				

**SUBMIT THIS FORM BY EMAIL, FAX, OR IN-PERSON AT THE JWC SALES AND CASHIERING OFFICE:**

UCLA RECREATION  
 INFO@RECREATION.UCLA.EDU  
 PHONE: 310.206.8373 | FAX: 310.206.2385