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 the back of this request form.

First Name                  Last Name

Student/Staff ID or Rec card #  EMPL ID#  
Home Address  City, State and ZIP Code  
Email Address (required)  
Daytime Phone Number  Home Phone Number  

This request applies to:  
□ Membership  □ Locker  □ Fitness Pass  □ BHIP Continuation  □ Other

Refund/Transfer out of:  

<table>
<thead>
<tr>
<th>Membership Code</th>
<th>Expiration Date</th>
<th>Original Cost</th>
<th>Membership Code</th>
<th>Expiration Date</th>
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Total: $_______________________  □ 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 ↓
Cancellation
Notification of all refund denials will be sent to the email address provided on the front of this form.

Recreation Membership Refund Policy:
Membership card(s) must be surrendered when submitting a refund request form. No refunds for short-term memberships (less than 12 months). Annual memberships paid up front are refunded for of the following reasons, are subject to a one month cancellation fee and require documentation. Termination of employment, Transfer off-campus; Formal leave of absence and sabbatical; Changes in medical condition resulting in physical imitations. After one year of membership, annual memberships refunded for any reason are subject to a one month cancellation fee if there is no break in membership. Payroll deduction memberships may be cancelled at any time with 30 day written notice. No refunds are issued on Payroll Deduction.

Fitness Pass:
Fitness pass must be surrendered with the refund request. There are no refunds for quarter passes. Annual Fitness Pass refunds will follow the Membership Refund Policy.

Lockers
A 50% refund will be given only for the cancellation of an annual locker rental within 6 months of purchase. The locker must be cleared. No refunds will be issued for short-term rentals.

BHIP Continuation
BHIP paid for by payroll deduction may be cancelled at any time with 30 day written notice. There are no refunds for BHIP Continuation paid up front per quarter or other short-term duration.

OFFICE USE ONLY:
☐ APPROVED  ☐ DENIED
Cancel:
Membership  Yes  No  % REFUND: ______ %
BHIP  Yes  No  REFUND AMT: $______
Fitpass  Yes  No  AMT OWED: $______
Lockers  Yes  No
Household Adult  Yes  No
Youth  Yes  No
PFT  Yes  No

Notes  

Authorized Signature: ___________________________ Date: ______________

PRD/Check Request Processor Only
PRD Canceled ☐ Date Cancelled ____________
PAC # (if applicable): 3730 X
Receipt# ______  Initials ______  Date ______  Log# ______

Cashier Use Only
Tender: ☐ Credit Card  ☐ Petty Cash  ☐ Check (send to processor)

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