

UCLA Recreation Instructional Class & Programs Refund/Transfer Request Form

Refund
 Transfer
 Class Cancelled

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

Use this form to request a refund of an activity, to initiate a transfer between two activities. 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.

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

This request applies to:

Instructional/Fitness 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 outstanding balance **MUST be paid when completing this transaction with the cashier**. If there is a balance due to you, you 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): _____ / X X X X / X X X X / _____ 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 ↓

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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 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 MAC Classes after noon 2 business days prior to first class or meeting. Fitness & Instructional Classes: requests received **prior to the 2nd class meeting** may be refunded **50%**. **THERE ARE NO REFUNDS AFTER THE 2nd 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**. You must transfer into a class that has open space on the roster. Transfer requests for MAC classes 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 EQUIPMENT RENTALS: Full refunds are not available for reserved gear. A partial refund (90%) may be obtained when a Refund-Request Form is submitted to the Rental Center by noon at least five business-days prior to the day that reserved gear is scheduled to be rented.

CHALLENGE COURSE or ROCK WALL PROGRAM: Refund requests are reviewed by the Challenge Course Coordinator.

OUTDOOR TRIPS: Full refunds are not available for trips. A partial refund (90%) may be obtained when a refund is requested by noon at least ten (10) business days before the trip departure. Refund requests must be submitted to OA Coordinator via email. Please also note that refunds are not available for short-term memberships (less than 12 months) to UCLA Recreation.

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

OFFICE USE ONLY:

APPROVED

Cancel PRD: ___ Yes ___ No

Cancel membership: ___ Yes ___ No

% REFUND: _____ %

REFUND AMT: \$ _____

AMT OWED: \$ _____

DENIED

Reason: _____

Notes _____

Authorized Signature: _____ Date: _____

Account / Fund / Project / Description	Original Amount	Less Processing Fee	Refund Amount
_____ / _____ / _____ / _____	\$ _____	\$ _____	\$ _____
_____ / _____ / _____ / _____	\$ _____	\$ _____	\$ _____
_____ / _____ / _____ / _____	\$ _____	\$ _____	\$ _____
			TOTAL \$ _____

PRD/Check Request Processor Only

PRD Cancelled Date Cancelled _____

PAC # (if applicable): **3730 X** _____

Cashier Use Only

Receipt# _____ Initials _____ Date _____

Tender: Credit Card Petty Cash Check (send to processor)