



**Campus Recreation Refund Request Form**

**Date of Request:** \_\_\_\_\_ **W#:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **UW Email Address:** \_\_\_\_\_

**Requesting Refund For:**

**Reason for Refund Request (optional):**

**Original Form of Payment:**

Cash     Check     Credit Card     Payroll Deduction

**How Did You Pay:**

In-Person     Online

**Are you a University of Wyoming Employee:**

Yes     No

*As of July 1<sup>st</sup>, 2023, all Campus Recreation Refund Requestors will have 30 days from the date of request to claim and process their refund. Refunds can be claimed and processed in-person at the Half Acre Front during hours of operation. Any Requestor who is unable to claim their refund in person, must notify Campus Recreation within the 30 days for refunds to be processed through the University of Wyoming Cashier's Office. Any unclaimed refunds after the 30 days will be forfeited. Notice can be sent to [halfacre@uwyo.edu](mailto:halfacre@uwyo.edu).*

***Business Office Use Only:***

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Original Transaction # O- \_\_\_\_\_

Original Transaction Total: \_\_\_\_\_

Authorized Refund Total: \_\_\_\_\_

Refund Processed in Fusion:     Account Updated in Fusion:

Payroll Deduction List Updated:

Notes: