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**Request for Refund**

**Refund Policy:**

All refund will be disbursed by direct deposit or a check mailed to the address given. Allow three to four weeks for processing and delivery.

**Please fill out the below information completely.**

|  |  |
| --- | --- |
| **Recipient’s full name** |  |
| **Banner number**  |  | **\*\*EMPLID** |  |
| **Date of Transaction** |  | **Date of****First Aid/****CPR Class** |  |
| **Item purchased** |  |
| **Day time phone number** |  |
| **Reason for refund** |  |
|  |  |

**\*\* SIF form should be attached: If you know your EMPLID – provide it instead of SSN. The address on the SIF form should be the one you want UTSA to mail your refund to.**

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| **For Office Use only:**  |
| **Order #** | **Amount paid:** |
| **Form of payment (circle one):**  **Cash** | **Check UTSA Rowdy Dollars Credit Card** |
| Note to Staff: If the recipient does not have his/her receipt, in BNW follows the below steps:1. “Search/Swipe” the person by banner number, 2. Click on the “View Course Registration History” icon on the top of the individual details screen.3. Find the trip registration and note the order number and the trip cost. |

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Signature of refund requestor (if available) Date

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Haylee Lee, Fiscal Speciality Date

**PRIVACY NOTICE**

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.