



## Refund Request Form

Please note, this is a request for a refund. LSU UREC will review your request based on our guidelines listed on our website.

### Personal Information:

Last Name                                      First Name                                      Middle Initial      LSU ID#

Street Address                                      City                                      State                                      Zip

Email Address

### Select One:

LSU Student/Alumni                                      LSU Faculty/Staff                                      Affiliate                                      Community

### Requesting a Refund for:

Membership                                      Camp                                      Program                                      Other

### Detailed Explanation of Refund Request:

Please include final date of membership, camp session numbers, or program name if applicable.

### Refund Policy:

UREC membership and program registrations are paid in full at the time of purchase.

- A refund for membership cancellation may be granted for the following circumstances:
  - 1 Injury/illness with a doctor's note provided
  - 2 Departure from University employment
- Membership refunds will be prorated based on days remaining in membership.
- All refunds require a **\$10 administrative charge** and the approval of the LSU UREC Business Office.
- Written notices of all requests for cancellation are required. Notice of cancellation request should be submitted electronically (via UREC website, or emailed to [urec@lsu.edu](mailto:urec@lsu.edu)), faxed (225-578-8489), or delivered to LSU UREC.
- A full refund will be granted for program cancellations due to insufficient enrollment and **will not result in a \$10 administrative charge**.

Requestor Signature

Date

Submit by Email: