

PASS POINT REFUND REQUEST

Pass Points are non-refundable while you are enrolled in classes or actively employed by UW-Green Bay. However, within two weeks after your departure from the University, you are eligible for a partial refund of your balance upon request. A \$25 administrative fee will be deducted from your balance before the refund is issued. Refunds will not be issued for balances below \$25. If you have a balance owed to UW-Green Bay, this credit will be applied to those charges. Please allow 2-4 weeks for a check to be mailed to your home address on file with UW-Green Bay.

FIRST NAME _____ M.I. _____ LAST NAME _____

UNIVERSITY ID _____

PHONE # _____

E-MAIL ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

AMOUNT OF PASS POINTS REFUNDED _____

(\$25 WILL BE DEDUCTED)

By signing this form you are in agreement with the Pass Point refund policy.

SIGNATURE _____ DATE _____

Please return completed form to the University Ticketing & Information Center, 2nd floor of the University Union.