REQUEST FOR REFUND OF $100 ENROLLMENT DEPOSIT

Request cannot be made before the term of separation and you must qualify within 12 months

Date: ___________________________  Student ID#: ___________________________

Name (Print): ____________________________________________________________

Reason for Separation:  ____ Graduating - Date of graduation: ______________________
                        ____ Withdrawal - Date of withdrawal: ______________________
                        ____ Transfer to another school - Last term at UWW: __________
                        ____ Other - explain: ________________________________________

Certifications:

• I am separating from the University.
• I have paid an enrollment deposit that has not been refunded in the past.
• I have not been separated from the University for more than 12 months.
• I understand I will receive the refund through my e-refunding account set up in Touchnet or at the address I have maintained with the University through the Registrar’s office.
• I will continue to monitor my WINS account balance and promptly take care of any Holds.
• I understand that to qualify for an enrollment deposit refund my account balance must be paid in full, or the refund will be applied to any remaining balance.
• I understand my request will not be processed until at least 8 weeks after the end of the separation term in order for all final charges to be posted to students accounts for that term.
• I was admitted to the University but no longer plan to attend.

Signature  _____________________________________________________________

Student Accounts
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