

**REFUND REQUEST FORM**  
UNG Card Services · 82 College Circle · Dahlonega, GA 30597  
706-864-1404

Name (First, Mi., Last) \_\_\_\_\_

UNG ID# \_\_\_\_\_

Mailing Address: / \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Refund Pre-Requisite**

- If you are a Student, you must have:
  - Withdrawn from University of North Georgia
  - Graduated from University of North Georgia
- If you are a Faculty/Staff Member, or Visitor with University of North Georgia you can close your account at any time.
- Requestor must include a completed W-9 form before refund may be processed.

(Please provide copies of relevant documentation that offers sufficient proof (i.e.diploma))

**A. Refund Methodologies**

- Mail a refund check to the following address:  
(Processing Time-10 Business Days after request is received)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Amount Refunded: \_\_\_\_\_ Notes: \_\_\_\_\_

Date Processed: \_\_\_\_\_ \_\_\_\_\_

Initials: \_\_\_\_\_ \_\_\_\_\_