



For office use only:

Term of original charge _____

Last term attended _____

Date Processed _____

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.

By checking this box and indicating my full name below, I verify this document is accurate and complete.

Signature _____

Student Accounts
 Hyer Hall, Room 104
 800 W. Main Street
 Whitewater, WI 53190
 Phone: 262-472-1373
 Email: sfs@uww.edu