

REQUEST FOR REFUND OF UNUSED HAWKEYE DOLLARS

REFUND POLICY:

Requests for refunds of balances remaining in an individual's Hawkeye Dollars account will only be granted when the individual's affiliation with the University of Iowa ends, due to graduation, withdrawal from the University, or termination of employment. Requests for refunds must be received within ninety (90) days of graduation, withdrawal, or termination. Any funds left in the account longer than ninety (90) days are forfeited and become the property of the university.

Name: _____
Last First Middle Initial

University ID #: _____ Contact Phone Number: _____
(XXX) XXX-XXXX

Reason for Refund Request:

Graduation Withdrawal from University Termination of Employment

Date of Graduation/Withdrawal/Termination: _____
MM/DD/YYYY

I am requesting a refund of the funds remaining on my Hawkeye Dollars account. I understand that a \$20 processing fee will be deducted from the balance. I also understand that the balance will be transferred to my university account to cover any outstanding balances. I may request that any remaining credit balance on my university account be sent to my billing address. (Contact the University Billing Office, 319/335-0071.)

Cardholder Signature Date

FOR OFFICE USE ONLY

Hawkeye Dollar Balance	\$ _____
Less Processing Fee	\$ -20.00
Refund Amount	\$ _____
Processor's Signature	_____
Date	_____

SUBMITTED COMPLETED FORMS TO:

Contracts & Assignments
University Housing & Dining
4141 Burge Hall
Iowa City, IA 52242-1214