

**UTHSC-H RECREATION CENTER**  
***REFUND REQUEST FORM***

(Please PRINT)

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

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS REFUND TO BE MAILED TO:

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

**Items to be Refunded:**

Check all that apply:

*(Office Use Only)*

- **Membership** \_\_\_\_\_ *Type of Membership Classification:* \_\_\_\_\_  
*Expiration Date:* \_\_\_\_\_ *Amount \$* \_\_\_\_\_
- **Locker Rental** \_\_\_\_\_ *Expiration Date:* \_\_\_\_\_ *Amount \$* \_\_\_\_\_  
Rental # if known: \_\_\_\_\_ Circle: Male or Female
- **Guest Card** \_\_\_\_\_ 5 Punch or 10 Punch / # \_\_\_\_\_ *Amount \$* \_\_\_\_\_  
*Number of unused punches* \_\_\_\_\_ *Amount \$* \_\_\_\_\_
- **Aerobic Class Sticker** \_\_\_\_\_ *Expiration Date:* \_\_\_\_\_ *Amount \$* \_\_\_\_\_
- **Aerobic Series Sale** \_\_\_\_\_ # \_\_\_\_\_  
*Number of unused visits* \_\_\_\_\_ *Amount \$* \_\_\_\_\_
- **Personal Training** \_\_\_\_\_ # of Sessions \_\_\_\_\_ *Amount \$* \_\_\_\_\_
- **Other Classes / Services (specify)** \_\_\_\_\_ *Amount \$* \_\_\_\_\_  
\_\_\_\_\_

• **REASON FOR REFUND:**

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

**Return completed form by faxing to 713-500-8409. Or if you have items to return, mail or drop off in person to:**

UTHSC-H Recreation Center, 7779 Knight Road, Houston, TX 77054

\*\* Make sure to enclose any items applicable to your request such as class sticker or punch cards.

***Customer Signature:*** \_\_\_\_\_

***(For Office Use ONLY) Verify Value Amount of Refunds and attach any documentation***

***Process Method:*** In Person \_\_\_ By Mail \_\_\_ By Fax \_\_\_ ***Staff Name:*** \_\_\_\_\_

Staff: \_\_\_\_\_ Total Amount of Refund: \$ \_\_\_\_\_

Processing Date: \_\_\_\_\_ Voucher ID # \_\_\_\_\_

(Revised 0708)