



# WOLF BUCKS REFUND REQUEST FORM

University Community Center – Auxiliary Services  
1601 Maple Street, Carrollton Georgia, 30118  
Telephone: (678) 839-6525

<b>NAME (First, Middle, Last):</b>	<b>Address Where You Can Be Reach:</b>
<b>Campus I.D. # (917#):</b>	<b>Telephone Number: ( ) -</b>

**A. Refund Pre-Requisites**

1. No refunds will be issued for Wolf Bucks account balances of \$10.00 or less in value.
2. If you are a Student, you must have:
  - o Withdrawn from the University of West Georgia
  - o Graduated from the University of West Georgia

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

1. If you are a Faculty or Staff Member, you must have ceased employment with the University of West Georgia.
2. If you are a Visitor, your visit with the University of West Georgia must have been completed.
3. There is a processing fee of \$10 when Wolf Bucks Refund Request form is submitted

**B. Refund Methodology**

- o Refunds for Students, Faculty, Staff, and Visitors will be mailed to the address you provide below. (Processing Time – 20 to 30 Business Days)

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Signature: \_\_\_\_\_

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

For Office Use Only	
Amount Refunded:\$ _____	Notes: _____
Date Processed: _____	_____
Initials: _____	_____