



University of Alaska Southeast
Student Accounts
11066 Auke Lake Way
Juneau, Alaska 99801
(907) 796-6267

REQUEST FOR REFUND OF BALANCE

I _____, hereby request refund of the balance in my
WHALEbucks account for the following reasons:

Check one

- Withdrawing from the university
- Graduating from the university
- Terminating employment at the university
- Other

I understand that any refund will be made by check issues from the University Accounting Office and that I will be charged a \$10.00 processing fee which will be deducted from my balance. The refund will be processed by the UAS Business Office within 30 business days; I understand that the refund amount will be reduced by any money I owe the University of Alaska. The check will be sent to the address on file with the University.

Please check here if this is a different address

Mailing Address _____

City/State/Zip Code _____

Phone Number _____

Student ID # _____

Signature _____ Date _____

To: UAS Business Office

The above account has been closed. Please process an adjustment charging _____ and crediting the cardholders A/R account in the amount of \$_____

Student Accounts

Date