

## Paw Pass Closure & Refund Request Form

Full Name: \_\_\_\_\_ NSHE ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

☐ **I request a refund of the remaining monies in my Paw Pass account after a \$10 processing fee.**

- Student/Employee exit status will be confirmed by the Paw Pass Office before any action is taken.
- There must be a minimum of \$10.00 in Coyote Cash or Cub Grub to receive a refund.
- A processing fee of \$10.00 will be charged to your Paw Pass account when issuing a refund.
- Monies deposited by the College of Southern Nevada as credit are not eligible for a refund.
- A request form must be completed, including signature, and returned to the Paw Pass Office before a refund can be processed.
- A check will be mailed via U.S. Postal Service to the mailing address provided during the form submission within 2-4 weeks after the request is received. Cash withdrawals are not permitted.
- If the check is returned to the wrong address and an accurate forwarding address is not provided, the monies will be forfeited.
- **Your Paw Pass account will be *closed* within 48 business hours of submitting this request to CSN and you will no longer have access to your Paw Pass holder services and account.**

**Reason for request:**

- ☐ Graduating
- ☐ Withdrawing/Transferring
- ☐ Retiring/Resigning
- ☐ Other (pending approval) \_\_\_\_\_

***I have read and understand the above policies and procedures concerning this Paw Pass closure & refund request.***

Refund Amount: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_