

Loper Dollars Account Closure/Refund Request Form

Step 1: Provide information about the UNK Cardholder

Last Name _____ First Name _____ M.I. _____

NU ID Number (8 digits) _____

Contact Phone _____

Status (check one): Student Employee Affiliate

Account closure effective date _____

Cardholder signature _____

Step 2: Provide information for refund processing

Refunds from closed accounts will be paid through the Finance Office and **will be subject to a \$10.00 administrative fee** as well as other debts owed to the University by the Cardholder. No refund will be issued if the balance is \$10.00 or less. Refunds will be made payable to the Cardholder and mailed within two weeks of receipt of request.

Select one:

_____ Mail my refund check to my permanent address as it appears in the University's records.

_____ Mail my refund check to the address listed below.

_____ I will pick up my refund check in person at the Finance Office. Photo ID required.

Step 3: Submit Loper Dollars Account Closure/Refund Request

Mail Loper Dollars Account Closure Refund Request Form to:

Finance Office/Warner Hall
University of Nebraska at Kearney
2504 9th Avenue
Kearney, NE 68849-1245

Or **fax** to 308-865-8326.