

# RSTCE Refund Request Form

Date:

Name:

Course Name and Date:

Amount and Date of Purchase:

Reason for Refund Request:

Signature:

**Please submit this form, along with a copy of photo identification, to Meghan Wander ([mew135@pitt.edu](mailto:mew135@pitt.edu)). University refunds take approximately 4-6 weeks to process.**