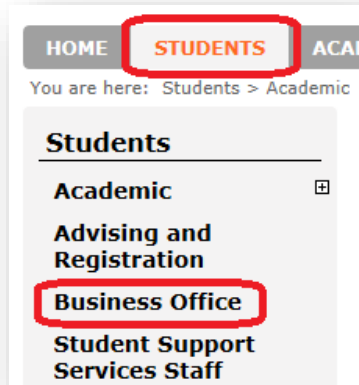


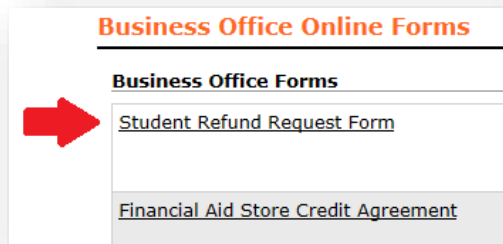
UNION

How to Submit a Refund Request

1. Go to My Union at my.unionky.edu and log in.
2. Click on the Students tab across the top and then Business Office down the left-hand side of the page.



3. Click the **Student Refund Request Form** under the Business Office Online Forms portal.



4. Fill in your information and click **Next Page** at the bottom right-hand corner of the screen.
5. Review your information and click the **Submit Form** button at the bottom of the page.

The Business Office will contact you when your refund is available.

If you have any questions please contact the Business Office at (606) 546-1203.