Approved By:	Cabinet
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Category:	Student & Campus Life
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Ticket Sales and Refunds Policy

Ticket Sales

Tickets to on-campus events are primarily sold at the Student Association Ticket Office in the College Union. Exceptions include Fine Arts events (for which tickets sales are generally held in the Fine Arts Box Office), Athletic events, and events only offering "at the door" sales.

Organizations planning ticket sales, either at the Student Association Ticket Office in the College Union, or through a cash box, must contact the Student Association Service Manager, College Union, room 113, (extension 5873). Tickets will be ordered and sold under the supervision of the Student Association Service Manager.

All ticket sales are final. Tickets are non-transferable and non-refundable except in the case of cancellation of the event.

Ticket Refunds

Monies for purchased tickets will be refunded according to the following guidelines:

1. Prior Cancellation of Event
    a. Cancellation will be publicized through appropriate and customary campus media. Information will be given regarding the reason for cancellation and any replacement events.
    b. Refunds will be given during regular operation hours at the Student Association Ticket Office in the College Union. They will begin one week following the cancellation and will continue for five days, after which no refund will be given.
    c. Tickets must be turned in to receive the cash refund. No credit or rain checks will be given
    d. Refunds will be given for the amount of the ticket only, which is printed on the back of the ticket. If the ticket is stamped "student," a refund will be given for the student price.
    e. If an event is not cancelled, there will be no refund, under any circumstances.

2. "Day of the Show" Cancellation
    a. Cancellation will be publicized over appropriate and customary radio and TV stations. If persons have gathered for the event, a public announcement will be made. Notification will be posted at the Student Association Ticket Office in the College Union.
    b. If a public announcement is made at the event, directions regarding how to obtain refunds will be given at that time.
    c. Refunds will begin no later than the second Monday after the event. (If the event is on a Monday, that Monday will be counted as the first Monday).
    d. Refunds will be given at the Student Association Ticket Office in the College Union during regular operation hours for a period of five days.
    e. Refunds will be given for the amount of the ticket only, which is printed on the back of the ticket. If the ticket is stamped "student," a refund will be given for the student price.
    f. No refunds will be given out from the box office at an event.