



APPLICATION FOR REFUND

Admissions and Records Office
980 Fremont Street
Monterey, CA 93940

Refunds are NOT automatic. An Application for Refund form must be submitted for any course(s), including canceled courses, to the Admissions and Records Office by the end of the semester/session in which a refund is due.

Name: SID#: / /

Address: Telephone #:

City/State/Zip Code: Semester/Session & Year

NOTE: A refund processing fee of \$10.00 will be withheld from the refund of the Enrollment Fee for courses dropped that have not been canceled by the College. Please allow up to eight (8) weeks after the Late Registration period for processing. Refunds are processed by Student Accounts. If a credit card was used, the refund will be credited back to the credit card. Refunds will NOT be mailed to students who have campus debts.

TYPE OF REFUND REQUESTING (check all applicable)

Student Center Fee Health Fee Enrollment Fee (minus \$10.00 processing fee)
Nonresident Tuition Student Body/Student Rep Fees Material Fee(s) (course(s))

Parking Permit (The College has only TWO reasons to refund the Parking Permit and the PARKING PERMIT MUST BE ATTACHED to this form)

Class(es) canceled by the College
ALL courses were dropped before the end of the second week of the semester/first week of summer session

Before submitting this form, you must have dropped the courses for which you are requesting a refund.

Course(s) dropped:

Units remaining after this change:

Accepted at A&R by Date

ADMISSIONS AND RECORDS OFFICE USE ONLY

TOTAL FEE PAID \$

Student Center Use Fee \$ Health Fee \$ Nonresident Tuition \$
Enrollment Fee \$ Enrollment Fee \$ (-\$10.00 processing fee)
Student Body/RepFee \$ Parking Permit \$
Material Fee \$ (Class(es))

AMOUNT TO BE REFUNDED TO STUDENT: \$

Authorized by: Date:

Comments:

FISCAL SERVICES USE ONLY

Date: Amount: \$ Check Number: Initials: