

## REFUND REQUEST FORM

**Return to Admissions & Records Office**  
*Incomplete or illegible forms will not be processed*

**Note:** Refunds are automatically processed for classes dropped prior to the refund deadline. Consult the MPC website to determine if this form is needed or not.

Refund requests must be turned in to the Admissions & Records Office by the end of the semester/session in which you registered the course. Refunds are processed by Fiscal Services and will be mailed out or credited to your credit card. It may take up to eight weeks after the Late Registration period to receive your refund. Refunds will NOT be approved for students who have campus debts.

### PART A: TO BE COMPLETED BY STUDENT

Name \_\_\_\_\_  Fall  Spring  Summer \_\_\_\_\_  
Last First MI year

Email \_\_\_\_\_ MPC Student ID # \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
City State Zip

**Before submitting this form, you must drop the courses for which you are requesting a refund (if applicable).**

Course(s) dropped: \_\_\_\_\_  
 \_\_\_\_\_

Units remaining after this change: \_\_\_\_\_

### PART B: TO BE COMPLETED BY ADMISSIONS & RECORDS

Student Center Use Fee	\$ _____	Parking Permit	\$ _____
Student Body Fee	\$ _____	Enrollment Fee	\$ _____
Student Rep Fee	\$ _____	Nonresident Tuition	\$ _____
Health Fee	\$ _____	Material Fee	\$ _____ (course(s): _____)
<b>Amount to be refunded:</b>	<b>\$ _____</b>		

Comments: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

### PART C: TO BE COMPLETED BY FISCAL SERVICES

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_ Authorized by: \_\_\_\_\_