

FEE(S) REFUND FORM

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Ventura College Fee(s) Refund Request Form
THIS IS NOT A CLASS DROP REQUEST!

STUDENTS MUST DROP THEIR CLASS(ES) BY THE CREDIT DEADLINE BEFORE A REFUND CAN BE ISSUED.

Date: \_\_\_\_\_

OFFICE WILL COMPLETE

Table with columns: Fee Type, Amount, and Dollar Amount. Includes rows for Enrollment Fee, Non-Resident Tuition, Health Fee, Parking Fee, Material Fee, ASB Card, Other, and TOTAL REFUND. A note indicates a \$10.00 administrative fee deduction.

\* A refund from a dropped class will be charged a \$10.00 administrative fee once per semester.

Overpaid BOGW 3rd Party Cancelled Class Dropped

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

Name (print): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

NOTE: CHECKS ARE COMPUTER-GENERATED. YOUR ADDRESS MUST BE ACCURATE IN THE ADMISSIONS AND RECORDS OFFICE!

A refund check will be mailed. Please allow 4-5 weeks for receipt of your refund.

Options for Refund:

- Bring this request to the Ventura College Student Business Office or
Mail this request to Ventura College Student Business Office (VCSBO), 4667 Telegraph Rd., Ventura, CA 93003 or
Fax this request to: (805) 648-8950, Alternate number: (805) 654-6466.

Please credit my credit card: Acct #: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Credit Card Signature: \_\_\_\_\_

OFFICE USE ONLY

Verification / Office: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date: \_\_\_\_\_