

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

REFUND REQUEST FORM

*Students must drop their class(s) by the refund deadline in order to be reimbursed.
Refunds will not be processed until after the drop deadline.*

- Turn this request in to the Ventura College Student Business Office (or)
- Mail this request to Ventura College Student Business Office, 4667 Telegraph Rd, Ventura, CA 93003 (or)
- Fax this request to: (805) 289-6050.

Name (print): _____ Date: _____

Student I.D. Number (900#): _____ Email: _____

Address: _____

Signature: _____

*Refunds are reimbursed based on your original payment method. If you paid your fees by credit card, your refund will go back to your original credit card that was used. If you paid by cash or check, a refund check will be mailed to you. ***Your address information must be current in the Registration and Records Office. PLEASE ALLOW 4-6 WEEKS FOR RECEIPT OF YOUR REFUND.***

REASON FOR REFUND: BOGG fee waiver 3rd Party Cancelled Class Dropped Class

Comments: _____

OFFICE WILL COMPLETE

___ Enrollment Fee	Amount \$ _____
	*Deduct: Administrative Fee \$ <u>-10.00</u>
___ Student I.D. Card	\$ _____
___ Health Fee	\$ _____
___ Materials Fee – Subject _____	\$ _____
___ Non-Resident tuition (prorated)	\$ _____
___ Parking Fee (Permit Attached)	\$ _____
___ Student Center Fee	\$ _____
___ Web Registration Fee non-refundable	\$ _____
___ Other _____	\$ _____
	TOTAL REFUND \$ _____

***A refund from a dropped class will be charged a \$10 administrative fee once per semester.**

OFFICE USE ONLY

Date: _____ Refund Processed By _____ Amount \$ _____